

**WILLMAR CITY COUNCIL MEETING
MONDAY, DECEMBER 3, 2012, 7:00 P.M.
COUNCIL CHAMBERS, WILLMAR MUNICIPAL UTILITIES
700 WEST LITCHFIELD AVENUE, WILLMAR, MINNESOTA**

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Consent Items:
 - Approve:
 - A. City Council Minutes of November 19, 2012
 - B. City Council Work Session Minutes of November 26, 2012
 - C. Rice Hospital Board Minutes of November 14, 2012
 - D. Municipal Utilities Commission Minutes of November 26, 2012
 - E. Accounts Payable Report through November 28, 2012
 - F. Applications for Exempt Permit: Rocky Mountain Elk Foundation Prairie Lakes Chapter and NRA Foundation, Inc.
 - G. Mayoral Appointments: Rice Hospital: Dr. Doug Allen and Dr. Lachlan Smith
Mayoral Reappointments:
 - Rice Hospital: Jennifer Fischer
 - Airport Commission: Pat Curry, Sandy Gardner, and Terry Albers
 - Planning Commission: Andy Engan and Scott Thaden
 - Zoning Appeals Board: Jeff Sawyer
 - Accept:
 - H. Willmar Lakes Area CVB Board Minutes of October 16, 2012
 - I. Willmar Community and Activity Center Council Minutes of November 7, 2012
6. Items Removed from Consent Agenda
7. Scheduled Hearing:
 - 7:02 p.m.: Truth in Taxation
8. Willmar City Council Open Forum
9. "Moving Willmar Forward" Presentation – Wayne Nelson
10. Labor Relations Committee Report for November 20, 2012
11. Finance Committee Report for November 26, 2012
 - Action Items:
 - A. Consideration of 2013 Budget Increase Downtown Flowers
 - B. Consideration of 2013 Budget Decrease Leadership Prospectives
 - C. Consider Reduction to 2013 Tax Levy for Street/Infrastructure Improvements
 - D. Consideration of 2013 Tax Levy
 - E. Consider Adoption of 2013 Budget
12. Public Works/Safety Committee Report for November 27, 2012
 - Action Items:
 - A. Consideration of Western Interceptor Project
 - B. Consideration of Airport Operations Supervisor Agreement
 - C. County Ditch #23 Redetermination of Benefits
13. Community Development Committee Report for November 29, 2012
14. Announcement of Council Committee Meeting Dates

15. Miscellany:
A.
B.
C.

16. Adjourn

WILLMAR CITY COUNCIL PROCEEDINGS
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

November 19, 2012
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Doug Reese, Ron Christianson, Bruce DeBlieck, Denis Anderson, Steve Ahmann, Rick Fagerlie, Jim Dokken, and Tim Johnson; Present 9, Absent 0.

Also present were City Administrator Charlene Stevens, Police Chief David Wyffels, Finance Director Steve Okins, Planning and Development Services Director Bruce Peterson, City Attorney Robert Scott, and City Clerk Kevin Halliday.

The Council requested that the Municipal Utilities Commission Minutes be removed from the Consent Agenda.

Council Member Fagerlie offered a motion adopting the Consent Agenda which included the following: City Council Minutes of November 5, Board of Canvass Minutes of November 9, Planning Commission Minutes of November 14, Accounts Payable Report through November 14, and Building Inspection Report for October, 2012. Council Member DeBlieck seconded the motion, which carried.

Council Member Reese moved to approve the Municipal Utilities Commission Minutes of November 13, 2012, with the exception of the proposed budget. Council Member Dokken seconded the motion, which carried.

At 7:04 p.m. Mayor Yanish opened a hearing on a currency exchange license renewal for Darrell K. Sunvold, d.b.a. Quick Funds, Inc. There being no one to speak for or against the proposed license renewal, Mayor Yanish closed the hearing at 7:04 p.m.

Council Member Reese offered a motion to approve the currency exchange license renewal for Quick Funds, Inc. Council Member Ahmann seconded the motion, which carried.

At 7:05 p.m. Mayor Yanish opened a hearing on a currency exchange license renewal for Bennett Ventures, Inc. d.b.a. Checks Cashed and Payday Loans. There being no one to speak for or against the proposed license renewal, Mayor Yanish closed the hearing at 7:05 p.m.

Council Member Reese offered a motion to approve the currency exchange license renewal for Bennett Ventures, Inc. d.b.a. Checks Cashed and Payday Loans. Council Member Christianson seconded the motion, which carried.

At 7:06 p.m. Mayor Yanish opened the public hearing on an Ordinance Amending Municipal Ordinance No. 1060, the Willmar Zoning Ordinance. Planning and Development Services Director Peterson explained to the Mayor and Council that the Downtown Plan includes an element to revise the Central Business District boundaries. The expansion can bring benefits to certain types of business looking for the more dense relaxed development standards. There being no one present to speak for or against the proposed Ordinance, and Mayor Yanish closed the hearing at 7:07 p.m.

Council Member Christianson offered a motion to adopt, assign a number, and order final publication of the Ordinance to Rezone from GB/LB to CBD. Council Member Anderson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

The Mayor and Council considered the Amending Ordinance to the Willmar City Charter. City Clerk Halliday reviewed the process to date and the Council discussion centered on the parliamentary rules of order for conducting Council meetings. City Attorney Scott opined that the Ordinance wording required a published set of rules, not a set made up by the Council or Staff, but that the adopted set need not be limited to the examples listed by the Charter Commission. Following a lengthy discussion, Council Member Christianson moved to adopt, assign a number, and publish the Ordinance Amending the Charter of the City of Willmar. Council Member Anderson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Mayor Yanish acknowledged John Sullivan who had signed up to address the City Council during its scheduled Open Forum. Mr. Sullivan referenced an August 27, 2012, letter from the Charter Commission regarding Ordinance 989, City Administrator, and adding a new Ordinance for the City Attorney. This matter was referred to the Labor Relations Committee.

The Labor Relations Committee Report for November 8, 2012, was presented to the Mayor and Council by Council Member Ahmann. There were four items for Council consideration.

Item No. 1 There was no one present for public comment.

Item No. 2 The Committee reviewed a Resolution proposed by Mayor Yanish at the Council meeting of November 5, 2012, regarding working with other municipalities in Kandiyohi County. Chair Ahmann asked if such a meeting should be convened by the County. Council Member Anderson asked if townships would also be included in the discussion. Council Member DeBlieck suggested that perhaps there could be some opportunities with State agencies such as MnDOT or the MCPA.

The Committee concurred that it was be a good idea to reach out to neighboring communities sometime after the first of the year to see if there were opportunities for partnership. The Committee also concurred that it was important to continue the efforts to work with and dialog with Kandiyohi County and the Willmar Area Public Schools. The Committee felt that the City could move forward without any formal resolution being adopted. This matter was for information only.

Item No. 3 City Administrator Stevens informed the Committee that five candidates had been interviewed for the position of Fire Chief/Fire Marshal for the City of Willmar. Ms. Stevens stated that the panel conducting the interviews included the City Administrator, Police Chief, Director of Willmar Ambulance Service, a firefighter from the Department and a recently retired Fire Chief from Alexandria.

Ms. Stevens stated that the City had received over thirty applicants and the applicant pool was very strong. Ms. Stevens recommended the appointment of Gary Hendrickson as Fire Chief for the City of Willmar effective January 7, 2013, at an annual salary of \$75,000 and also with an assignment of a vehicle and a \$3,000 relocation allowance. It was noted that Mr. Hendrickson had passed all the background checks and reference checks and his credentials had been verified.

The Committee discussed the merits and precedence of a relocation allowance.

The Committee was recommending the Council the appointment of Gary Hendrickson as Fire Chief for the City of Willmar effective January 7, 2013, at an annual salary of \$75,000 with an assigned vehicle, and \$3,000 relations allowance. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Anderson seconding the motion, which carried.

Item No. 4 City Administrator Stevens provided a brief summary of the five options that appear possible for the Council to adopt based upon the proposed Charter amendments. After some discussion, the Committee agreed to further review the Minnesota Mayor's Association Rules of Order for City Councils and Alice Sturgis' "Rules or Order." This matter was for information only.

The Labor Relations Committee Report for November 8, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Reese and carried.

The Finance Committee Report for November 14, 2012, was presented to the Mayor and Council by Council Member Anderson. There were 10 items for Council consideration.

Item No. 1 There was no one present for public comment.

Item No. 2 The Committee considered Project 1202, the relocation of the water main at MnDOT Headquarters, which has been completed. Engineering staff has reviewed the construction on the project for conformance to the contract and has received the Project closeout material to issue final payment on the project. It was noted that the Willmar Municipal Utilities will be reimbursing the City for the entire amount of the project. Staff recommends accepting Project 1202 and authorizing final payment to Ellingson Drainage, Inc. in the amount of \$30,243.99.

The Committee was recommending the Council to accept Project 1202 and authorize the final payment to Ellingson Drainage, Inc., as presented. Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT

IMPROVEMENT:	Project No. 1202 – MnDOT Watermain Relocation
CONTRACTOR:	Ellingson Drainage, Inc.
DATE OF CONTRACT:	July 11, 2012
BEGIN WORK:	August 13, 2012
COMPLETE WORK:	September 18, 2012
APPROVE, ENGINEERING DEPT:	October 25, 2012

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 1202 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$124,740.00
Change Order None	\$0.00
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$124,740.00
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$125,429.58
Less Previous Payment	\$90,985.59
Less Working Day Penalty	\$4,200.00
FINAL PAYMENT DUE CONTRACTOR:	\$30,243.99

Dated this 19th day of November, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 Staff explained to the Committee that an interest arbitration award was received in August, 2012, for the Law Enforcement Labor Services, Inc., (LELS) and City of Willmar for contract years 2011 and 2012. On November 5, 2012, the City Council approved by resolution the implementation of that wage award. As a result, the 2012 budget needs to be adjusted for the 2011 portion of wages/overtime in the amount of \$22,538.19 and Staff is recommending appropriating this amount from Uncompensated Absences Fund Balance to 2012 Non-Departmental Wages/Overtime Expenses.

The Committee was recommending that the Council pass a Resolution appropriating \$22,538.19 from Uncompensated Absences Fund Balance to the 2012 Non-Departmental Wages/Overtime Budget for the 2011 portion of Police Officers' back pay. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the 2012 Non-Departmental Budget, for the purpose of disbursing 2011 back pay for Police Officers per arbitration settlement, as follows:

Increase:	2012 Non-Departmental Regular Wages	\$21,147.00
Increase:	2012 Non-Departmental Overtime Wages	\$1,391.00
Decrease:	Uncompensated Absences Fund Balance	\$22,538.00

Dated this 19th day of November, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 Staff informed the Committee that the current Intergovernmental Transfer Agreement with the Willmar Municipal Utilities (WMU), which required a transfer of 4.8% of the audited WMU net assets with an annual increase not to exceed 4 percent, expires December 31, 2012. The Finance Committee Chair, City Administrator and Finance Director have negotiated a new agreement for 2013 and 2014. This new agreement calls for a 4.9 percent transfer payment based upon the WMU's audited net assets as of January 1 of the previous year, with a cap not to exceed a 4 percent increase over the amount of the intergovernmental transfer for the previous year. Council Member Fagerlie inquired about the amount that WMU would be paying in property taxes as opposed to making this payment in lieu of taxes. Staff will research this information. Council Member Dokken had concerns about raising the rate.

The Committee was recommending the Council introduce a Resolution authorizing the Mayor and City Administrator to execute the Intergovernmental Transfer Agreement between the City of Willmar and the Willmar Municipal Utilities for 2013 and 2014 as presented with the rate of 4.9 percent of audited net assets.

Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Mayor and Administrator to execute the Intergovernmental Transfer Agreement between the City of Willmar and the Willmar Municipal Utilities for 2013 and 2014 establishing the annual transfer rate of 4.9 percent of audited net assets, not to exceed an increase in excess of 4 percent per year.

Dated this 19th day of November, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 and 6 The Committee was informed by Staff that the City Council has acted to fund the Baseball Boosters request for \$13,000 in the 2013 Budget and the Kandiyohi Historical Society request in the amount of \$1,000 per year for five years beginning in 2013. Council Members have also proposed funding all or part of either or both allocations from the 2012 budget, thereby reducing costs in 2013 and eliminating on-going payments and tracking of the obligation. There are sufficient funds within the 2012 budget due to unspent funds, such as for salaries and/or professional services, that could be utilized to pay the allocations should the Finance Committee and City Council wish to make that recommendation. If both obligations were paid in full in 2012, the total cost would be \$18,000. Obligations could also be split over 2012 and 2013.

The Committee was recommending the Council approve the full amount be paid as applicable to both organizations in 2012 for a total of \$18,000, which, broken down, constitutes \$13,000 to the Baseball Boosters and \$5,000 to the Historical Society. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Fagerlie seconding the motion, which carried.

Item No. 7 The Committee discussed the Public Improvement Revolving (PIR) Fund originally established years ago with the intent to temporarily finance projects until such time as bond financing could be completed for the applicable project. As a result of the 2011 audit, it was a recommendation of Westberg & Eischens to consolidate this fund into the Community Investment Fund, thereby establishing a designated reserve for these PIR funds.

The Committee was recommending the Council pass a resolution to abolish the Public Improvement Revolving Fund and designate it as a fund balance reserve in the Community Investment Fund. Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to abolish the Public Improvement Revolving Fund and designate those funds as a fund balance reserve in the Community Investment Fund effective December 31, 2012.

Dated this 19th day of November, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 8 The Committee reviewed the following reports for October 31, 2012: Local Option Sales Tax, CVB, and WRAC-8. This matter was for information only.

Item No. 9 Future agenda items scheduled for the Finance Committee meeting on November 26, 2012, at 4:00 p.m., include budget presentations by Rice Hospital and MUC. Other future agenda items include Fund Balance discussion. This matter was for information only.

Item No. 10 Staff requested direction from the Finance Committee regarding the two parcels with unpaid senior citizen deferments that the Council previously voted for collection. There were concerns whether to send a notice now to each property owner that the deferments are due and payable or if the real estate tax statements sent in 2013 were adequate notice. It was the consensus of the Finance Committee that a notice should be sent.

Council Member Fagerlie inquired about the project occurring on 10th Street at the railroad tracks. Railroad ties are being replaced and bituminous is being put down, and also asked about the pending election for the vacant seat in Ward 4. Staff explained that the applicable process to be followed in this circumstance is scheduled to be discussed at the November 19, 2012, Council Meeting. This matter was for information only.

The Finance Committee Report for November 14, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Community Development Committee Report for November 15, 2012, was presented to the Mayor and Council by Council Member Dokken. There were six items for Council consideration.

Item No. 1 There were no public comments offered at this meeting.

Item No. 2 The Committee discussed compliance issues at the new airport relative to FAA entitlements. Staff presented an update on the status of efforts to achieve compliance. The compliance issues are focused on easements granted in the course of the land acquisition process, which became an issue several years after the airport opened. Staff continues to work closely with the property owners and the FAA to bring about a resolution to this matter.

Staff also provided information on the City's entitlement payments and the fact that expenditures and additions to the Cities entitlement funds have been frozen by the FAA.

Pat Curry, Chair of the Airport Commission, asked about future entitlements. Mr. Curry talked about a recent process to select a firm to oversee operations at the new airport. Council Member Ahmann suggested that the City Council be involved in all RFP processes. Council Member DeBlieck disagreed, stating it should be a staff function. This matter was for information only.

Item No. 3 Chair Dokken inquired as to the scheduled date for the community clean-up. Staff indicated that it would probably occur in early September of 2013 and that funds are included in the proposed 2013 budget. This matter was for information only.

Item No. 4 The Committee considered a proposed grant agreement to offset the cost of runway crack sealing and turf runway improvements. This is a standard agreement with MnDOT that allocates 70 percent of the cost to the State and 30 percent to the City. The projects were previously approved for construction by the Council.

The Committee was recommending the Council adopt the resolution accepting the funds and authorizing the City Administrator and Mayor to execute the grant agreement. Resolution No. 5 was introduced by Council Member Dokken, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

It is resolved by the City of Willmar as follows:

1. That the State of Minnesota Agreement No. 02306, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. A3401-63 at the Willmar Municipal Airport is accepted.
2. That the Mayor and City Administrator are authorized to execute this Agreement and any amendments on behalf of the City of Willmar.

Dated this 19th day of November, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 Council Member Ahmann had inquired about efforts by the Design Center to create a Historic Preservation Commission and a committee to deal with downtown infrastructure. He offered the opinion that those were functions better left to the City. Staff was asked to invite Design Center representatives to the November 29, 2012, Committee meeting.

Council Member Ahmann opined that his intent was that the City be part of the Historical Preservation planning to avoid surprises. This matter was for information only.

Item No. 6 The Committee discussed the Vision 2040 plan and expressed concern over how the planning process was proposed to be funded. Because Willmar taxpayers are part of the County and the EDC, he offered the opinion that there was a disproportion burden placed on City taxpayers. Council Member Ahmann recommended that the Council rescind the Chamber of Commerce contribution so that a better strategy can be developed for the use of the money.

The Committee was recommending that the Council rescind the payment made to the Chamber of Commerce for the 2040 planning process and repay it to the general fund. Also, that the matter of developing a policy on contributions to outside, nongovernmental organizations be referred to the Finance Committee. Council Member Dokken moved to approve the recommendation of the Community Development Committee with Council Member Ahmann seconding the motion.

The Council discussed at length the rescinding of the payment to the Chamber of Commerce for participation in the Vision 2040 process. Council Member Ahmann said he didn't believe it's right that the City give money to an outside special interest group regardless of who it is without due documentation.

Council Member Anderson expressed frustration with the action to rescind the payment to the Chamber of Commerce and stated there were two representatives of the proposed project at a Council meeting to provide information.

Mayor Yanish asked if the check had been made out to the Chamber, and Finance Director Okins said it had been processed and sent to the Chamber.

Council Member DeBlieck said he opposed the motion at the Committee meeting and continues to oppose it.

Council Member Reese said the Council set the policy after a long discussion and the funds were appropriated.

Council Member Johnson said he could see both sides and suggested the Council leave the money and work on their policy before the money is due to be spent, and work with the Chamber.

Council Member Christianson indicated that he would like to see the Chamber's budget for the Vision 2040 project.

Council Member Ahmann stated that he wasn't opposed to the Vision 2040, but his intent in seconding the motion was to discuss a request to develop a policy for funding outside organization. He then withdrew his second and Council Member Dokken withdrew his motion.

City Administrator Stevens said she understands the Council's direction is to leave the funds as they are and to work on a policy through the Finance Committee on how future funds will be expended and administered.

The Council discussed the second Committee motion to have the Council reconsider participating in the Vision 2040 and request that Chamber of Commerce representatives appear at a future Council meeting to discuss alternatives to the process, but did not act on the motion.

The Community Development Committee Report for November 15, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Dokken, seconded by Council Member Ahmann, and carried.

Planning and Development Services Director Peterson informed the Mayor and Council that Kvam Implement has requested to subdivide their five parcels into four lots on the Kvam Implement property on the corner of Highway 12 and Industrial Drive Southwest as well as Trott Avenue Southwest. This is a boundary line adjustment to clean up some titles and shift some property lines. Following discussion, Council Member Christianson moved to approve the Quinn Addition Final Plat as presented with Council Member Dokken seconding the motion, which carried.

Doug Reese submitted a letter of resignation as Fourth Ward Council Member effective December 31, 2012, at which time he will begin serving with the Kandiyohi County Board of Commissioners. Council Member Ahmann offered a motion to accept Mr. Reese's resignation with Council Member Anderson seconding the motion, which carried.

City Clerk Halliday informed the Mayor and Council that pursuant to Minnesota Statutes, Section 206.57, Subd. 5 and 5A, it is necessary to declare that a vacancy on the Council exists effective December 31, 2012, and set a Special Election Date. Resolution No. 6 was introduced by Council Member DeBlieck, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

BE IT RESOLVED by the City Council of the City of Willmar that pursuant to the resignation of Fourth Ward Council Member Doug Reese, the City Charter requires setting the date to hold a Special Election to fill the vacancy, which date shall be February 12, 2013.

Dated this 19th day of November, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Announcements for Council Committee meeting dates were as follows: Labor Relations, November 20; Finance, 4:00 p.m., Council Chambers, November 26; Public Works/Safety, November 27; and Community Development, November 29, 2012.

Council Member Ahmann suggested that the Council consider more of a well-rounded standing Council Committee structure by changing the structure, shift members around, and not dictate the Chairs. This matter will be considered at the biannual reorganizational meeting to be held January 7, 2013.

There being no further business to come before the Council, the meeting adjourned at 8:35 p.m. upon motion by Council Member DeBleck, seconded by Council Member Reese, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

CITY COUNCIL WORK SESSION

November 26, 2012

The Willmar City Council Work Session was called to order in the Willmar Municipal Utilities Auditorium at 4:00 p.m. by Finance Committee Chair Denis Anderson. Those present included Mayor Frank Yanish, Council Members Doug Reese, Rick Fagerlie, Ron Christianson, Jim Dokken, Steve Ahmann, Bruce Deblieck, and Tim Johnson. Also present were City Administrator Charlene Stevens, City Finance Director Steve Okins, Police Chief Dave Wyffels, City Clerk Kevin Halliday, Planning and Development Services Director Bruce Peterson, Community Education and Recreation Director Steve Brisendine, Rice Hospital Representatives Mike Schramm and Bill Fenske, Willmar Municipal Utilities Representatives Dave Baker and Wes Hompe, Willmar Design Center Treasurer John Christianson, West Central Tribune Journalist David Little, and Accounting Supervisor Carol Cunningham.

The purpose of this Council Work Session was to receive the 2013 budgets from Rice Memorial Hospital and Willmar Municipal Utilities, and to discuss the 2013 Mayor's Proposed Budget.

Item 1 – Rice Memorial Hospital 2013 Budget Presentation. CEO Michael Schramm and CFO Bill Fenske reviewed the 2013 Budget which was adopted by the Rice Hospital Board of Directors on November 14, 2012. The 2013 Budget was developed based on assumptions that were reviewed and approved in the Hospital's 5- Year Financial Plan presented earlier this year. However, volumes and revenues appear to be trending downward so far in 2012 so lower numbers in those areas were incorporated into the 2013 budget to more accurately reflect this trend.

Mr. Fenske reviewed the statistics used in preparation of the budget as well as the current and past years' financial statements. The 2013 Budget reflects Net Operating Revenue of \$105,699,502 with Net Operating Expenses of \$103,171,437. Rice Hospital is projecting a Net Income of \$3,462,015 in 2013. Discussion included the Inpatient versus Outpatient census, reduced average daily census, sewer rate increases, and bad debts. This matter was for information only.

Item 2 – Willmar Municipal Utilities 2013 Budget Presentation. MUC Chair Dave Baker and General Manager Wes Hompe presented the 2013 Budget to the Council. Mr. Baker thanked the council for their support over the last year and also City Administrator Stevens for her assistance. He also noted that no rate increase is anticipated at this time. Mr. Hompe provided the council with the 5-year capital improvements budget, noting some of the major projects anticipated. The 2013 Operating Budget reflects Operating Revenues of \$30,461,800 and Operating Expenses of 27,742,800. After Non-Operating Revenue and Expenditures, including the Intergovernmental Transfer to the City of Willmar, the MUC is projecting a Net Income of \$587,400 for 2013. Discussion included property acquisition costs budgeted for potential future land purchases to enable the MUC to stay downtown, merging City Offices with MUC Offices, and the district heating system. This matter was for information only.

Item 3 – Mayor's Presentation of 2013 Budget. Mayor Yanish began the discussion with a reminder to the council that now is the time to make any changes to the 2013 budget. City Administrator Stevens reviewed with the Council the revisions to the 2013 Budget acted on by the council to date. Increases to revenue totaling \$220,735 include: 1) Net reallocation of WRAC-8, \$165,000; 2) Net Increase in MUC Intergovernmental Transfer \$40,735; and 3) Building Services Contract with Kandiyohi County, \$15,000. Net increases to expenditures totaling \$177,966 include:

1) Mayor/Council Salaries (\$13,000); 2) IT/WRAC-8 Reallocation \$154,845; 3) Police Department Wage Settlement \$26,314; 4) Fire Chief (\$26,152); 5) Library Funding (\$5,000); 6) Historical Society (\$1,000); and 7) Airport Management \$41,959. As a result of these adjustments, the net available revenue in 2013 is projected at \$98,061. Options for this balance are 1) Reduce the proposed \$240,000 tax levy earmarked for the street program/infrastructure; 2) Increase the transfer to the Capital Reserve; or 3) Restore funding previously cut.

The Council reviewed the proposed \$240,000 tax levy increase and it was noted that the tax increase to property owners would be approximately \$25.47 per year or \$2.12 per month based on a \$115,000 home. Council Member Christianson is of the opinion that the \$98,061 surplus should reduce the increase proposed to the tax levy. Council Member Ahmann is of the opinion that the \$98,061 surplus should reduce the increase proposed to the tax levy but that the full \$240,000 be used for street work as the City hasn't been able to keep up with needed overlay and crack sealing. Council Member Reese agreed the City is falling behind but suggested the \$98,061 surplus be added to the \$240,000 to enable more projects.

Council Member Deblieck suggested using the \$98,061 to reinstate the cuts previously made to the West Central Integration Collaborative and the Willmar Design Center. Chair Anderson called on Willmar Design Center (WDC) Treasurer John Christianson who distributed the WDC 2013 Budget reflecting expenses that could or could not be paid depending on the amount the Council allocates for them. It was noted that the Mayor's originally intended to allocate \$32,000 for the Willmar Design Center of which \$7,000 would be used for flowers downtown. After considerable discussion, it was the consensus of the Council that the amount allocated for the Willmar Design Center should stay at \$32,000 but that an additional \$6,200 be included in the City's 2013 Budgeted Expenditures to contract for flowers downtown.

Council Member Deblieck was of the opinion that the amount allocated on the 2013 budget for the West Central Integration Collaborative of \$21,000 be increased to their original request of \$42,000. Council Member Reese supports this action as well. No other council member indicated support.

Council Member Christianson was of the opinion that the \$1,000 budgeted in 2013 for the Chamber of Commerce Leadership Perspectives Program be deleted. After considerable discussion, it was the consensus of the Council that this item be removed from the 2013 budget.

Council Member Deblieck asked about the Retirees Insurance Expense budgeted in the amount of \$65,000. It was explained that a good share of this amount is revenue neutral. While the City pays the insurance premiums directly to the company, retirees reimburse the City for the total amount of their premium or for the portion in excess of the buy-out agreement. This agreement allows a retiring employee who has been employed with the City for 20 years or more to receive a credit of \$430 per month which is granted at a rate of one year for every three years of employment. This issue was deferred to the Labor Relations Committee for future discussion.

Council Member Ahmann explained he would like to seek a council meeting in closed session to discuss personnel issues. This item was deferred to the Labor Relations Committee for further discussion.

There being no further business, the Work Session adjourned at 6:52 p.m. upon motion by Member Fagerlie, second by Member Johnson, and which carried.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Carol Cunningham".

Carol Cunningham
Accounting Supervisor

Rice Memorial Hospital

2013 Budget

Presented to:

City Council

November 26, 2012

To: City of Willmar

From: Mike Schramm
Bill Fenske

Date: November 15, 2012

Subject: 2013 Budget

Attached is the 2013 Budget which has been approved by the Rice Memorial Hospital Board of Directors at its meeting on November 14, 2012. Previously the Rice Executive Team had received support from the Finance Committee at its meeting on November 6, 2012.

The 2013 Budget was developed based on assumptions that were reviewed and approved in the 5-Year Financial Plan. However, there are a couple of assumption changes from the approved 5-Year Financial Plan that need to be noted. The first assumption relates to volumes and revenues. The 5-Year Financial Plan was prepared earlier this year and was based on 2011 activity and 2012 budgeted activity. However, the volumes and revenues have significantly declined and thus the 2013 budgeted assumptions needed to reflect the revised and more accurate 2012 numbers.

Adjusting the volume assumptions resulted in the overall operating income margin declining from a 5-Year Financial Plan projection of 3.4% to the current 2013 Budget of 2.4%. The positive impact that the Therapy Suites has realized is more accurately reflected in the 2013 Budget. In addition, Home Medical activity has been adjusted to more accurately reflect 2012 activity which will result in another year of adjusting the operation in order to meet Rice's strategic growth initiatives. We realize that this is taking longer than anticipated, but still believe Rice is on the right track to strategically position Home Medical. The 2013 Capital Budget is the same as what was approved in the 5-Year Financial Plan.

A summary of Key Indicators are as follows:

Key Indicator	09/30/2012	2013 (5-Yr. Plan)	2013 Budget	Benchmark
Operating Margin %	-0.5%	3.4%	2.4%	2.2%
Excess Margin %	0.6%	4.6%	3.2%	2.8%
EBIDA	10.3%	14.6%	12.5%	10.8%
Debt/Capitalization	44%	43%	42%	39%
Debt Service Coverage	2.6x	3.6x	3.1x	2.9x
Net Days in Receivables	57	50	50	46
Days of Cash	112	131	129	131
Unrestricted Cash/Debt	62%	77%	75%	87%

FTE/Adj. Admit	14.5	14.4	14.7	14.9
FTE/Adj. Patient Day	4.1	4.1	4.1	4.1
Controllable Expense/Adj. Admit	\$8,236	\$8,363	\$8,630	\$8,682
Compensation Ratio	50.9%	48.3%	49.6%	50%
Capital Expense Ratio	9.2%	9.8%	9.1%	6.9%
Care Center Hours/Resident Day	6.2	6.0	6.7	5.8
Sales/FTE-Home Medical	\$145,749	\$174,686	\$159,750	\$170,000

The average daily census is projected to be 32 in 2013 compared to the projected 2012 census of 32.9. Outpatient activity is projected slightly up by 1%. The current staffing models should continue to work into 2013 even though the census will be slightly lower in 2013; however, close scrutiny will be necessary for all staffing within the organization.

Rice is projecting a positive Operating Margin of 2.4% for 2013 compared to the projected 1.3% for 2012 which is down from the 2011 Operating Margin of 4.4%. The 2012 projected Operating Margin of 1.3% includes \$1.2 million of "Meaningful Use" reimbursements which was received today and relates to the Epic Project. Rice's Excess Margin for 2013 is projected at 3.2% compared to the projected 2012 margin of 2.3%; last year's margin of 5.8%; and the industry benchmark of 2.8%. The EBIDA ratio is projected at 12.5% for 2013 compared to projected 2012 of 11.8%; last year's 14.6%; and the benchmark of 10.8%. Although productivity ratios at the Hospital have crept up from last year and projected 2012, the ratios are still in line with benchmark data.

The various worksheets related to the 2013 Budget are as follows:

Tab 1	Statistics & Volumes
Tab 2	Financial Statements
	- Balance Sheet
	- Income Statement
	- Cash Flow Statement
Tab 3	Key Indicators
Tab 4	Capital Budget

Process:

The building of the budget was based upon four major components; capital expenditures, statistical indicators, revenues & contractual allowances, and operating expenses.

Capital:

The first step was to develop the capital expenditure budget. The purpose was to identify capital expenditures for next year related to new initiatives, new technology, or replacements. With any capital expenditure there are related operating expenses in addition to depreciation expense that will affect the operating budget. These expenses could relate to improvements in efficiencies, reduction of service contracts or other expenses, or increased volumes. Once these are identified, they are incorporated into the operating budget. In addition, if a capital expenditure request is greater than \$50,000, then a financial analysis is performed specific to the request to determine how the request is related to one or more of Rice's Five Pillars as well as determining an internal rate of return, if applicable.

Prior to reviewing all of the requests, a budgeted dollar amount is determined. This is based on the 5-Year Financial Plan which incorporated a routine capital expenditure budget of approximately 110%-120% of equipment depreciation expense. The requests were further broken down into four categories; major equipment, equipment <\$15,000, computer equipment & software, and minor projects. In addition, \$800,000 was unallocated and put in a contingency category for unforeseen needs that arise during the year. The 2013 Capital Budget includes renovation expenditures at the Care Center, renovation at three Home Medical stores, and a permanent solution for the store in Redwood Falls.

A multi-disciplinary committee was developed consisting of directors from across the organization. The committee reviewed the requests and then prioritized the requests based on the Core Goals and an internal rate of return. Once the capital budget is approved, only items greater than \$50,000 or unbudgeted items will be further reviewed during the year; otherwise, items approved in the budget or items less \$15,000 will be approved by the appropriate executive at the time of the request.

Statistical Indicators:

A preliminary 2013 statistical budget was drafted and sent to all directors for departmental review. The directors reviewed and in a few cases modified the 2013 statistical budget and returned the statistics back to Finance. It is from these statistical indicators that the revenue and expense budgets were built upon. Rice is projecting declining inpatient volumes in 2013 as compared to actual 2012 and mostly stable volumes in the ancillary departments.

Revenues & Contractual Allowances:

This component of the budget was derived and determined by the Director of Revenue and Reimbursement. The final statistical indicators were utilized to determine revenues. Revenues in this budget assume an overall average of a 3% price increase. Actual increases by procedure, service, or department may vary from the overall 3% average.

Once again, historical data was compiled related to revenues in terms of revenue by unit within each revenue producing department. The price increase was then applied to the projected 2013 revenue per unit and then multiplied by the statistical indicator to determine total revenues.

Contractual allowances were determined based on historical trends in terms of payor mix, the net revenue reimbursement rate, and projected reimbursement increases by major payor category (Medicare, Medicaid, Blue Cross, and Commercial). From these calculations and deducting these amounts from total patient revenues, net patient revenues were calculated. This was then compared to a blended or weighted reimbursement increase and the projected total volume increase.

Operating Expenses:

The historical operating expenses were gathered by department and included with the projected 2012 operating expenses by department. It should be noted that the projected 2012 operating expenses were based on YTD July 2012 results and then annualized. Statistical indicators and paid staffing hours by department were also included to calculate expense and hours per unit calculations going back to 2003. A preliminary 2013 operating expense budget was projected by Finance based on historical trends of expense and hours per unit assuming per unit increases in salaries, benefits, and most all of the expense categories. This preliminary 2013 operating expense budget was then sent to the directors for their review.

Department directors reviewed their budgets with the Finance Staff as well as their respective executive and modifications were proposed. Once all of the departmental budgets were returned to Finance, they were once again compiled.

Major Initiatives:

There are no other major initiatives that are being developed or that have been developed that are not included above.

Tab 1

Statistics

2013 Budget Statistics & Volumes

10/30/2012

Department

	2007	2008	2009	2010	2011	2012	2013	% Change					2008/2007	2009/2008	2010/2009	2011/2010	2012/2011	2013/2012
3021 Adult Health	10,144	9,427	8,636	7,003	7,005	6,194	6,008						-7.1%	-8.4%	-18.9%	0.0%	-11.6%	-3.0%
3060 RICE Inpatient	1,841	2,359	1,961	1,983	2,473	2,451	2,377						28.1%	-16.9%	1.1%	24.7%	-0.9%	-3.0%
3080 Women & Children's Care	3,766	3,453	3,330	2,835	2,867	2,616	2,538						-8.3%	-3.6%	-14.9%	1.1%	-8.8%	-3.0%
3120 ICCU	1,178	941	893	802	893	768	745						-20.1%	-5.1%	-10.2%	11.3%	-14.0%	-3.0%
Total Patient Days	16,929	16,180	14,820	12,623	13,238	12,029	11,668						-4.4%	-8.4%	-14.8%	4.9%	-9.1%	-3.0%
Average Daily Census	46.4	44.2	40.6	34.6	36.3	32.9	32.0						-4.7%	-8.2%	-14.8%	4.9%	-9.4%	-2.7%
Admissions	4,583	4,374	3,992	3,562	3,766	3,398	3,296						-4.6%	-8.7%	-10.8%	5.7%	-9.8%	-3.0%
Adjusted Patient Days	32,662	33,125	33,558	35,804	38,529	36,960	35,853						1.4%	1.3%	6.7%	7.6%	-4.1%	-3.0%
Adjusted Admits	8,847	8,971	9,607	10,120	10,963	10,502	10,128						1.4%	7.1%	5.3%	8.3%	-4.2%	-3.6%
Case Mix Index-Total	0.968	0.968	0.984	1.024	1.036	1.038	1.030						0.0%	1.7%	4.1%	1.2%	0.2%	-0.8%
Observation Care Days	-	-	815	1,715	2,775	2,672	2,699									61.8%	-3.7%	1.0%
Rice Care Center Days	24,626	24,188	24,252	24,100	24,031	26,329	25,552						-1.8%	0.3%	-0.6%	-0.3%	9.6%	-3.0%
3090 Nursery	1,924	1,848	1,700	1,667	1,761	1,473	1,429						-4.0%	-8.0%	-1.9%	5.6%	-16.4%	-3.0%
3123 Intermediate Care Nursery	402	255	328	239	246	143	139						-36.6%	28.6%	-27.1%	2.9%	-41.9%	-2.8%
3160 Hemodialysis	7,858	7,468	7,702	7,689	7,848	7,920	7,997							3.1%	-0.2%	2.1%	0.9%	1.0%
3165 Peritoneal Dialysis	2,230	1,311	1,072	538	835	1,074	1,085						-41.2%	-18.2%	-49.8%	55.2%	28.6%	1.0%
3171 Respiratory Therapy	34,291	33,704	33,477	34,744	32,572	28,137	27,616						-1.7%	-0.7%	3.8%	-6.3%	-13.6%	-1.9%
3177 Polysomnography	473	507	433	394	384	468	473						7.2%	-14.6%	-9.0%	-2.5%	21.9%	1.1%
3192 Delivery Room-Births	866	826	824	813	813	730	745						-4.6%	-0.2%	1.3%	0.0%	-10.2%	2.1%
3210 Surgical Services	5,042	4,942	4,733	5,035	6,615	6,037	6,025						-2.0%	-4.2%	6.4%	31.4%	-8.7%	-0.2%
3218 Post Anesthesia Care	3,022	3,095	2,738	2,800	3,019	2,729	2,720						2.4%	-11.5%	2.3%	7.8%	-9.6%	-0.3%
3230 Emergency Services	11,591	11,935	12,836	12,873	13,862	13,449	13,500						3.0%	7.5%	0.3%	7.7%	-3.0%	0.4%
3235 ESD Physicians	9,857	9,976	10,873	11,457	13,614	12,602	12,671						1.2%	9.0%	5.4%	18.8%	-7.4%	0.5%
3240 GI Endoscopy	1,211	1,399	1,221	1,229	1,218	1,166	1,209						15.5%	-12.7%	0.7%	-0.9%	-4.3%	3.7%
3245 ERCP Endorethropic	162	158	204	248	50	40	23						-2.5%	29.1%	21.6%	-79.8%	-20.0%	-42.5%
Total Lab	275,144	281,775	298,788	295,632	304,187	282,188	282,219						2.4%	6.0%	-1.1%	2.9%	-7.2%	0.0%
4045 Radiation Therapy	8,222	6,642	6,477	6,675	6,647	7,773	7,850						-19.2%	-2.5%	3.1%	-0.4%	16.9%	1.0%
Total Medical Imaging	25,995	24,650	23,500	19,149	19,174	18,437	18,451						-5.2%	-4.7%	-18.5%	0.1%	-3.8%	0.1%
4070 Pharmacy	32,662	33,125	33,558	35,804	38,529	36,960	35,851						1.4%	1.3%	6.7%	7.6%	-4.1%	-3.0%
4075 Medical Oncology	-	-	-	2,064	2,312	2,697	2,724									12.0%	16.7%	1.0%
4080 Anesthesiology	4,269	4,423	4,042	4,132	4,373	4,080	4,074									5.8%	-6.7%	-0.1%
4083 Heart Clinic	694	694	-	-	-	-	-						0.0%	-100.0%				
4084 Cardio Health and Rehab	6,319	6,158	5,947	7,141	6,697	7,382	7,455						-2.5%	-3.4%	20.1%	-6.2%	10.2%	1.0%
4091 PT	30,446	29,967	27,018	25,418	26,782	28,515	28,601						-1.6%	-9.8%	-5.9%	5.4%	6.5%	0.3%
4092 OT	12,168	11,679	12,045	11,751	11,986	10,704	10,747						-4.0%	3.1%	-2.4%	2.0%	-10.7%	0.4%
4093 Speech Therapy	3,466	3,468	3,202	2,965	4,186	5,204	5,241						0.6%	-8.2%	-7.4%	41.2%	24.3%	0.7%
4125 Hospice	24,771	23,223	25,007	25,623	25,227	23,243	22,546						-6.2%	7.7%	2.5%	-1.5%	-7.9%	-3.0%
4150 WOC (Wound, Ostomy, Continence)	958	1,003	2,059	3,576	4,633	6,370	6,408						4.7%	105.3%	73.7%	29.6%	37.5%	0.6%
4185 RIO_Rice Institute Outpatient	2,331	5,346	6,305	7,353	7,144	7,489	7,476						129.3%	17.9%	16.6%	-2.8%	4.8%	-0.2%
4200 Ambulatory Care	2,497	2,498	2,212	4,778	4,835	4,372	2,954								116.0%	1.2%	-9.6%	-32.4%
4480 Ambulance	2,016	2,127	2,288	2,375	2,678	2,655	2,682						5.5%	7.6%	3.8%	12.8%	-0.9%	1.0%
4530 Outreach GI	826	645	575	391	-	-	-						-21.9%	-10.9%	-32.0%	-100.0%		
8325 Grief Counseling	3,481	3,435	2,943	2,779	2,613	2,506	2,531						-1.3%	-14.3%	-5.6%	-6.0%	-4.1%	1.0%
8820 Lifeline	67,876	67,893	63,365	61,897	64,204	53,366	53,900						0.0%	-6.7%	-2.3%	-12.4%	-1.5%	1.0%
8905 Dental Clinic	170	6,207	6,693	7,370	7,679	8,211	7,883									4.2%	6.9%	-4.0%

Tab 2

Financial Statements

ASSETS

	2006	2007	2008	2009	2010	2011	2012	2013
CURRENT ASSETS								
CASH AND CASH EQUIVALENTS	\$ 4,422,107	\$ 4,326,434	\$ 3,702,724	\$ 6,187,746	\$ 5,532,518	\$ 3,728,757	\$ 2,814,604	\$ 2,897,654
TRUSTEE BOND AGREEMENTS & CONSTRUCTION	1,939,946	2,132,754	2,065,451	2,300,481	2,195,297	2,130,440	2,011,897	2,011,897
ACCOUNTS RECEIVABLE NET	11,880,643	13,741,130	16,945,254	16,896,053	17,647,904	16,143,018	15,254,302	14,847,025
OTHER RECEIVABLES	1,404,105	1,242,796	2,355,375	1,005,000	717,723	521,975	467,199	467,199
INVENTORY	2,141,614	2,163,229	2,102,436	2,147,029	1,885,408	1,858,419	1,729,058	1,815,511
PREPAID EXPENSES	1,011,938	1,002,379	1,115,099	1,073,720	1,069,362	1,517,862	1,144,936	1,144,936
TOTAL CURRENT ASSETS	22,800,353	24,608,722	28,286,339	29,610,029	29,048,212	25,900,471	23,421,996	23,184,222
ASSETS LIMITED AS TO USE								
HOLD BY TRUSTEES - BOND AGREEMENTS & CONST. FUNDS								
REMAINDER UNITRUST - RECEIVABLE	3,730,910	3,730,910	3,730,910	3,730,910	3,730,910	3,731,642	3,181,089	3,181,089
SPECIFIC PURPOSE FUND-CASH	47,686	50,062		28,994	47,976	47,976	28,765	28,765
ENDOWMENT FUND - INVESTMENTS	190,266	161,467	480,790				0	0
	2,433,632	2,560,782	2,042,635	2,329,870	2,525,627	2,466,271	2,612,694	2,743,329
TOTAL ASSETS - USE IS LIMITED	6,402,494	6,503,221	6,254,335	6,089,774	6,304,513	6,245,889	5,822,548	5,953,183
PROPERTY PLANT & EQUIPMENT								
PROPERTY PLANT & EQUIPMENT	119,164,361	122,475,166	116,001,724	119,357,077	122,492,596	129,292,102	132,984,635	143,087,142
LESS: ACCUMULATED DEPRECIATION	(44,127,753)	(51,594,788)	(48,340,411)	(54,467,665)	(60,811,022)	(67,522,491)	(75,578,991)	(83,992,281)
NET PROPERTY, PLANT & EQUIPMENT	75,036,608	70,880,378	67,661,313	64,889,412	61,681,574	61,769,611	57,405,644	59,094,861
OTHER ASSETS								
INVESTMENTS	6,366,052	7,691,514	6,565,064	11,117,305	14,265,880	25,125,564	31,425,824	34,359,082
INVESTMENTS - SHARED HEALTH RESOURCES	434,627	439,627	427,386	404,781	400,054	411,413	417,225	417,225
INVESTMENTS - WILLMAR MEDICAL SERVICES	1,263,127	1,417,896	3,523,892	3,317,127	3,482,924	3,335,316	4,075,069	4,278,822
INVESTMENTS - OTHER				50,000	50,000	79,136	101,352	101,352
DEFERRED DEBT ACQUISITION COSTS & OTHER	719,499	663,964	672,249	580,533	538,818	518,347	204,145	183,731
TOTAL OTHER ASSETS	8,783,305	10,213,001	11,188,591	15,469,746	18,737,676	29,469,776	36,223,615	39,340,212
TOTAL ASSETS	\$ 113,022,760	\$ 112,205,322	\$ 113,390,578	\$ 116,058,961	\$ 115,771,975	\$ 123,385,747	\$ 122,873,803	\$ 127,572,478

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES								
CURRENT MATURITIES OF LONG TERM DEBT	\$ 1,585,303	\$ 1,191,151	\$ 1,092,684	\$ 1,798,653	\$ 1,901,027	\$ 1,981,181	\$ 2,279,069	\$ 2,143,196
ACCOUNTS PAYABLE - TRADE	3,640,646	2,561,768	2,453,452	1,548,274	1,528,188	1,563,350	1,627,223	1,789,945
ESTIMATED THIRD PARTY PAYOR SETTLEMENTS	800,000	750,000	845,782	205,000	0	217,700	0	0
ACCRUED EXPENSES	8,449,047	8,672,192	10,724,239	12,309,740	12,210,743	13,200,661	13,223,716	14,546,088
TOTAL CURRENT LIABILITIES	14,474,996	13,175,111	15,116,157	15,861,667	15,639,958	16,962,892	17,130,008	18,479,229
LONG TERM DEBT (LESS CURRENT PORTION)	52,892,127	50,897,312	49,781,216	50,634,865	48,873,411	49,270,010	45,800,345	45,557,149
TOTAL LIABILITIES	67,367,123	64,072,423	64,897,373	66,496,532	64,513,369	66,232,902	62,930,353	64,036,378
RESTRICTED FUNDS								
DEBT SERVICE AND RESERVE	3,730,910	3,730,910	3,730,910	3,730,910	3,730,910	3,552,250	3,181,089	3,181,089
SPECIFIC PURPOSE FUND	237,952	211,529	480,790	242,951	368,042	74,593	0	0
PERMANENT ENDOWMENT	2,433,632	2,560,782	2,042,635	2,329,870	2,525,627	2,466,271	2,612,694	2,743,329
CURRENT YEAR INCOME				0	0	0	2,327,490	3,462,015
UNRESTRICTED NET ASSETS	39,253,143	41,629,678	42,238,870	43,258,699	44,634,028	51,059,731	51,822,177	54,149,667
TOTAL NET ASSETS	45,655,637	48,132,899	48,493,205	49,562,430	51,258,607	57,152,845	59,943,450	63,536,100
TOTAL LIABILITIES AND NET ASSETS	\$ 113,022,760	\$ 112,205,322	\$ 113,390,578	\$ 116,058,962	\$ 115,771,976	\$ 123,385,747	\$ 122,873,803	\$ 127,572,478

2013 Budget Income Statement

11/6/2012

Consolidated

	2007	2008	2009	2010	2011	2012 Projected	2013 Budget
Inpatient Revenue	\$68,546,616	\$68,928,680	\$63,085,598	\$60,784,542	\$66,088,084	\$59,002,233	\$60,522,886
Outpatient Revenue	63,690,047	72,306,735	88,804,545	111,787,553	126,052,247	122,059,289	125,451,630
Rice Care Center Revenue	4,798,704	4,601,454	5,021,223	5,344,141	5,874,651	9,175,993	9,733,227
Rice Home Medical Revenue	7,587,476	9,726,761	9,168,107	10,191,996	10,384,359	10,266,135	12,077,066
Total Patient Revenue	144,622,842	155,563,630	166,079,473	188,108,232	208,399,341	200,503,650	207,784,809
Less Contractual Allowances	(61,415,386)	(69,924,662)	(76,640,677)	(88,995,761)	(101,844,791)	(96,237,741)	(99,401,530)
Net Revenue from Patients	83,207,456	85,638,968	89,438,796	99,112,471	106,554,550	104,265,909	108,383,279
Other Operating Revenue	8,085,017	15,254,285	15,629,706	16,349,445	17,329,689	17,527,056	17,828,130
Less WMS Operating Revenue	(11,540,089)	(12,123,394)	(19,645,355)	(21,315,935)	(20,476,499)	(20,511,907)	(20,511,907)
Total Operating Revenue	91,292,473	89,353,164	92,945,109	95,816,561	102,588,304	101,316,466	105,699,502
OPERATING EXPENSES	40,123,636	42,764,029	42,998,588	44,062,322	44,885,891	44,640,764	46,267,224
SALARIES AND WAGES	11,160,474	12,099,958	11,890,419	12,887,440	12,735,818	13,022,088	13,462,941
CONTRACT LABOR	9,558,238	10,640,485	10,880,371	11,952,962	12,139,676	12,104,727	12,828,464
SUPPLEMENTAL BENEFITS	2,758,743	2,685,211	3,125,237	6,536,881	7,084,245	9,221,134	9,337,074
SUPPLIES	6,695,435	6,618,832	6,326,641	6,288,187	7,093,324	7,201,297	7,403,510
DRUGS	3,044,201	3,023,830	3,296,336	3,264,743	3,051,829	3,090,146	3,328,529
PURCHASED SERVICES	1,378,818	1,488,845	1,519,233	1,566,136	1,614,847	1,654,144	1,717,437
REPAIRS, SERVICE & RENTALS	544,285	464,789	475,737	528,895	618,350	696,205	726,582
UTILITIES	420,328	406,062	385,706	402,361	435,763	412,485	460,028
INSURANCE	672,686	783,202	793,485	864,556	919,977	919,115	988,008
PATIENT RELATED TRAVEL	441,141	294,313	401,558	467,617	490,645	473,905	479,925
EDUCATION, TRAVEL, & DUES	8,446,609	8,004,657	7,379,433	7,279,117	7,362,417	8,056,500	8,413,290
OTHER	2,632,424	2,543,081	2,567,037	2,541,519	2,504,714	1,869,921	1,754,576
DEPRECIATION AND AMORT	2,074,465	1,778,587	1,818,139	2,130,722	2,008,831	1,690,073	1,707,196
INTEREST	1,460,172	1,707,814	1,798,029	1,846,658	2,074,809	2,131,562	2,258,240
BAD DEBTS							
TAXES & SURCHARGE							
TOTAL OPERATING EXPENSES	91,411,653	95,303,695	96,627,335	104,932,872	107,174,403	110,789,532	114,177,665
Less: WMS Expenses	(5,436,281)	(4,087,590)	(8,957,967)	(9,162,896)	(10,756,942)	(11,006,228)	(11,006,228)
Net Operating Expenses	91,411,653	89,867,414	92,539,745	95,974,905	98,011,507	100,032,590	103,171,437
Net Operating Income (Loss)	(119,179)	(514,250)	405,364	(158,344)	4,556,797	1,283,876	2,528,065
Non-Operating Revenue	1,974,229	714,420	556,964	1,241,176	1,449,824	1,043,614	933,950
Net Income (Loss)	\$ 1,855,050	\$ 200,170	\$ 962,328	\$ 1,082,832	\$ 6,006,621	\$ 2,327,490	\$ 3,462,015

2013 Budget

Income Statement

11/6/2012

Consolidated

Inpatient Revenue
Outpatient Revenue
Rice Care Center Revenue
Rice Home Medical Revenue

Total Patient Revenue

Less Contractual Allowances

Net Revenue from Patients

Other Operating Revenue

Less WMS Operating Revenue

Total Operating Revenue

OPERATING EXPENSES

SALARIES AND WAGES
CONTRACT LABOR
SUPPLEMENTAL BENEFITS
SUPPLIES
DRUGS
PURCHASED SERVICES
REPAIRS, SERVICE & RENTALS
UTILITIES
INSURANCE
PATIENT RELATED TRAVEL
EDUCATION, TRAVEL, & DUES
OTHER
DEPRECIATION AND AMORT
INTEREST
BAD DEBTS
TAXES & SURCHARGE

TOTAL OPERATING EXPENSES

Less: WMS Expenses

Net Operating Expenses

Net Operating Income (Loss)

Non-Operating Revenue

Net Income (Loss)

% Change

% of Total Operating Revenue

	2007	2008	2009	2010	2011	2012	2013
					Projected	Projected	Budget
Inpatient Revenue	47.4%	44.3%	38.0%	32.3%	31.7%	29.4%	29.1%
Outpatient Revenue	44.0%	46.5%	53.5%	59.4%	60.5%	60.9%	60.4%
Rice Care Center Revenue	3.3%	3.0%	3.0%	2.8%	2.8%	4.6%	4.7%
Rice Home Medical Revenue	5.2%	6.3%	5.5%	5.4%	5.0%	5.1%	5.8%
Total Patient Revenue	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Less Contractual Allowances	-42.5%	-44.9%	-46.1%	-47.3%	-48.9%	-48.0%	-47.8%
Net Revenue from Patients	57.5%	55.1%	53.9%	52.7%	51.1%	52.0%	52.2%
Other Operating Revenue	5.6%	9.8%	9.4%	8.7%	8.3%	8.7%	8.6%
Less WMS Operating Revenue				-10.4%	-10.2%	-10.2%	-9.9%
Total Operating Revenue	63.1%	64.9%	63.3%	61.4%	59.4%	60.7%	60.7%
OPERATING EXPENSES							
SALARIES AND WAGES	44.0%	47.9%	46.3%	46.0%	43.8%	44.1%	43.8%
CONTRACT LABOR	0.0%	0.0%	1.0%	2.4%	2.1%	3.6%	2.9%
SUPPLEMENTAL BENEFITS	12.2%	13.5%	12.8%	13.5%	12.4%	12.9%	12.7%
SUPPLIES	10.5%	11.9%	11.7%	12.5%	11.8%	11.9%	12.1%
DRUGS	3.0%	3.0%	3.4%	6.8%	6.9%	9.1%	8.8%
PURCHASED SERVICES	7.3%	7.4%	6.8%	6.6%	6.9%	7.1%	7.0%
REPAIRS, SERVICE & RENTALS	3.3%	3.4%	3.5%	3.4%	3.0%	3.0%	3.1%
UTILITIES	1.5%	1.7%	1.6%	1.6%	1.6%	1.6%	1.6%
INSURANCE	0.6%	0.5%	0.5%	0.6%	0.6%	0.7%	0.7%
PATIENT RELATED TRAVEL	0.5%	0.5%	0.4%	0.4%	0.4%	0.4%	0.4%
EDUCATION, TRAVEL, & DUES	0.7%	0.9%	0.9%	0.9%	0.9%	0.9%	0.9%
OTHER	0.5%	0.3%	0.4%	0.5%	0.5%	0.5%	0.5%
DEPRECIATION AND AMORT	9.3%	9.0%	7.9%	7.6%	7.2%	8.0%	8.0%
INTEREST	2.9%	2.8%	2.8%	2.7%	2.4%	1.8%	1.7%
BAD DEBTS	2.3%	2.0%	2.0%	2.2%	2.0%	1.7%	1.6%
TAXES & SURCHARGE	1.6%	1.9%	1.9%	1.9%	2.0%	2.1%	2.1%
TOTAL OPERATING EXPENSES	100.1%	106.7%	104.0%	109.5%	104.5%	109.3%	108.0%
Less: WMS Expenses				-9.3%	-8.9%	-10.6%	-10.4%
Net Operating Expenses	100.1%	100.6%	99.6%	100.2%	95.6%	98.7%	97.6%
Net Operating Income (Loss)	-0.1%	-0.6%	0.4%	-0.2%	4.4%	1.3%	2.4%
Non-Operating Revenue	2.2%	0.8%	0.6%	1.3%	1.4%	1.0%	0.9%
Net Income (Loss)	2.0%	0.2%	1.0%	1.1%	5.8%	2.3%	3.2%

CONSOLIDATED CASH FLOW STATEMENT

Line #		12/31/2012	12/31/2013
1	Sources of Cash & Investments:		
2	Net Income	\$ 2,327,490	\$ 3,462,015
3	Depreciation & Amortization	8,056,500	8,413,290
4	Debt Proceeds	-	1,900,000
5	Construction Fund Transfers	-	-
6			
7	Total Sources	10,383,990	13,775,305
8			
9	Uses		
10	Property, Plant, and Equipment - Gross	3,692,533	10,102,507
11	Debt Payments	3,171,777	2,279,069
12	Working Capital Changes & Other - Net	(1,866,427)	(1,622,580)
13			
14	Total Uses	4,997,883	10,758,996
15			
16	Increase / (Decrease) Cash & Investments	5,386,107	3,016,309
17			
18	Beginning of Period (January 1)	28,854,321	34,240,428
19			
20	End of Period	\$ 34,240,428	\$ 37,256,737

Tab 3

Key Indicators

2013 Budget KEY INDICATORS

11/8/2012

	12/31/2007	12/31/2008	12/31/2009	12/31/2010	12/31/2011	12/31/2012	12/31/2013	Industry Benchmarks
Operational								
Operating Margin	-0.1%	-0.6%	0.4%	-0.2%	4.4%	1.3%	2.4%	2.2%
Excess Margin	2.0%	0.2%	1.0%	1.1%	5.8%	2.3%	3.2%	2.8%
EBIDA	13.9%	12.0%	11.6%	11.3%	14.6%	11.8%	12.5%	10.8%
Financial								
Debt/Capitalization Ratio	51%	51%	51%	49%	46%	43%	42%	39%
Debt Service Coverage	2.8	2.9	2.5	2.5	3.5	2.8	3.1	2.9
Net Days in Accounts Receivable	60	74	69	65	55	53	50	46
Days of Cash	53	41	66	81	116	122	129	131
Unrestricted Cash/Debt	24%	19%	34%	41%	59%	75%	82%	87%
Cushion Ratio	2.6	2.6	4.6	4.5	6.3	7.9	8.6	9.1
Average Age of Plant	6.1	6.0	7.4	8.4	9.2	9.4	10.0	10.2
Financial Strength Index	(0.43)	(1.10)	(0.48)	(0.21)	1.65	0.84	1.21	0.3
PRODUCTIVITY								
Hospital								
Salary per FTE	\$ 55,410	\$ 59,035	\$ 61,001	\$ 61,639	\$ 63,429	\$ 60,940	\$ 63,637	\$ 70,240
Benefits per FTE	15,051	16,381	16,578	17,767	17,536	17,384	17,724	19,545
Salary & Benefits per FTE	\$ 70,461	\$ 75,416	\$ 77,578	\$ 79,407	\$ 80,964	\$ 78,324	\$ 81,360	\$ 89,785
Compensation Ratio	57.5%	55.7%	54.0%	52.0%	48.1%	50.3%	49.6%	50%
FTE per Adjusted Admit	17.7	17.2	15.4	14.7	13.4	14.3	14.7	14.9
FTE per Adjusted Patient Day	4.8	4.6	4.4	4.2	3.8	4.1	4.1	4.4
Supply Expense per CMI Adjusted Discharge	\$ 757	\$ 829	\$ 767	\$ 796	\$ 739	\$ 735	\$ 794	
Drug Expense per CMI Adjusted Discharge	\$ 307	\$ 294	\$ 320	\$ 621	\$ 614	\$ 828	\$ 865	
Gross Revenue per Adj. Admit	\$ 14,947	\$ 15,744	\$ 15,810	\$ 17,053	\$ 17,526	\$ 17,241	\$ 18,466	
Controllable Expense per Adj. Admit	\$ 7,812	\$ 8,075	\$ 7,697	\$ 8,110	\$ 7,610	\$ 8,118	\$ 8,630	
Total Expense per Adj. Admit	\$ 9,122	\$ 9,335	\$ 8,818	\$ 9,165	\$ 8,592	\$ 9,116	\$ 9,692	
Bad Debt Expense % of Net Patient Revenue	2.8%	2.4%	2.3%	2.4%	2.1%	1.8%	1.8%	7.4%
Capital Expense Ratio %	12.9%	11.7%	10.9%	9.8%	9.6%	9.2%	9.1%	6.9%
Contractuals % of Gross Revenues	-45.5%	-48.4%	-49.1%	-50.0%	-51.3%	-50.8%	-50.8%	
Care Center								
Care Center Hours per Resident Day	5.8	5.8	5.9	5.9	6.5	6.7	6.7	5.8
Care Center Revenue per Resident Day	\$ 194.86	\$ 190.24	\$ 207.04	\$ 221.75	\$ 244.46	\$ 348.51	\$ 380.92	
Care Center Expense per Resident Day	\$ 178.49	\$ 179.71	\$ 189.22	\$ 187.43	\$ 212.42	\$ 246.81	\$ 270.29	
Home Medical								
Home Medical Sales per FTE	\$ 133,114	\$ 156,883	\$ 144,380	\$ 157,284	\$ 158,057	\$ 144,593	\$ 159,750	
Hospital FTE's	654	652	634	644	632	647	640	
Care Center FTE's	69	68	69	69	76	85	83	
Home Medical FTE's	57	62	64	65	66	71	76	
Total FTE's	780	782	766	777	773	803	798	

KEY INDICATORS

% CHANGE

	2007/2006	2008/2007	2009/2008	2010/2009	2011/2010	2012/2011
PRODUCTIVITY						
Hospital						
Salary per FTE	6.5%	3.3%	1.0%	2.9%	-3.9%	4.4%
Benefits per FTE	8.8%	1.2%	7.2%	-1.3%	-0.9%	2.0%
Salary & Benefits per FTE	7.0%	2.9%	2.4%	2.0%	-3.3%	3.9%
Compensation Ratio						
	-3.07%	-3.11%	-3.74%	-7.55%	4.60%	-1.31%
FTE per Adjusted Admit						
FTE per Adjusted Patient Day	-2.82%	-10.70%	-4.17%	-8.97%	6.39%	3.14%
	-4.17%	-4.78%	-5.25%	-8.43%	6.60%	1.97%
Supply Expense per CMI Adjusted Discharge						
Drug Expense per CMI Adjusted Discharge	9.54%	-7.45%	3.71%	-7.11%	-0.54%	7.95%
	-4.30%	8.91%	94.01%	-1.09%	34.86%	4.44%
Gross Revenue per Adj. Admit						
	5.3%	0.4%	7.9%	2.8%	-1.6%	7.1%
Controllable Expense per Adj. Admit						
Total Expense per Adj. Admit	3.4%	-4.7%	5.4%	-6.2%	6.7%	6.3%
	2.3%	-5.5%	3.9%	-6.3%	6.1%	6.3%
Bad Debt Expense % of Total Operating Revenue						
Fixed Expense % of Total Operating Revenue	-16.6%	-3.5%	5.1%	-13.6%	-11.4%	-2.4%
	-8.6%	-7.2%	-10.0%	-2.4%	-3.9%	-0.7%
Contractuals % of Gross Revenues						
	6.2%	1.6%	1.6%	2.7%	-1.0%	0.0%
Care Center						
Care Center Hours per Resident Day	0.3%	0.9%	0.2%	10.7%	2.6%	0.3%
Care Center Revenue per Resident Day	-2.4%	8.8%	7.1%	10.2%	42.6%	9.3%
Care Center Expense per Resident Day	0.7%	5.3%	-0.9%	13.3%	16.2%	9.5%
Home Medical						
Home Medical Sales per FTE	17.9%	-8.0%	8.9%	0.5%	-8.5%	10.5%
Statistics & Volumes:						
Hospital FTE's						
Care Center FTE's	-0.3%	-2.7%	1.5%	-1.8%	2.4%	-1.1%
Home Medical FTE's	-1.4%	1.2%	-0.4%	10.4%	12.4%	-2.7%
Total FTE's	8.8%	2.4%	2.0%	1.4%	8.1%	6.5%
	0.2%	-1.9%	1.4%	-0.4%	3.8%	-0.6%

Tab 4

Capital Budget

2013 Capital Budget

10/30/2012

	2013 Budget	2012 Carry forward \$\$	Reclass Adjust	External Funding	2013 FINAL Budget
Routine OVER \$15K	\$ 1,250,000		\$ 500,000		\$ 1,750,000
Requests UNDER \$15K	\$ 450,000		\$ (450,000)		\$ -
Computer Equipment/Software	\$ 900,000	\$ 400,000			\$ 1,300,000
Minor Projects	\$ 600,000				\$ 600,000
Care Center - Routine Equipment-C	\$ 300,000				\$ 300,000
Care Center - Project C	\$ 2,452,410	(97,493)			\$ 2,354,917
Home Medical - Routine	\$ 400,000				\$ 400,000
Home Medical - Willmar	\$ 803,000				\$ 803,000
Home Medical - Alexandria	\$ 350,000				\$ 350,000
Home Medical - Madison	\$ 150,000		\$ (50,000)		\$ 150,000
Contingency	\$ 844,590				\$ 794,590
Total	\$ 8,500,000	\$ 302,507	\$ -	\$ -	\$ 8,802,507

Total

\$ 2,210,580
\$ 855,193
\$ 1,300,000

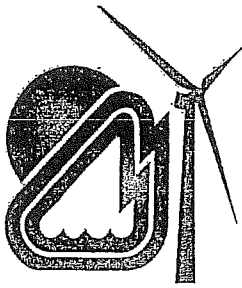
2014 \$ 2,305,458 (94,878)
2015 \$ 905,391 (50,198)
2014 \$ 1,300,000

Care Center - Project D
Care Center - Project E
Home Medical - Redwood Store

*
**

Care Center Project D will start in October 2013 and be completed in 2014
Care Center Project E will start in October 2014 and be completed in 2015
Home Medical Store in Redwood will start in 2nd Quarter 2013 and be completed by 2014

*
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WILLMAR MUNICIPAL UTILITIES

2013 WMU BUDGET OVERVIEW

2012 was a year to move from a reactive mode towards a proactive mode. We had retirements of key people that had not been adequately planned for, so the replacements are still getting up to speed with the WMU "way of operating". 2013 will see them getting all the processes and procedures down. We also anticipate that their "fresh set of eyes" will see areas we can improve and make our procedures more efficient.

Financially, through September of 2012, electric revenue has exceeded estimates mainly in the commercial and industrial sectors due to increased demand. Residential electric revenues were slightly below estimates in the same time frame due to reduced demand. Water revenues were slightly higher than forecast mainly due to dry weather. Heating revenues were low due to a very warm 2012 portion of the winter.

Overall financial performance is highly dependent on the cost of power. In 2012, MISO market power pricing was lower than budgeted because of low natural gas pricing and a lower regional demand. Existing power purchase contracts covered almost all the requirements for the year, and any market purchases we did make had a relatively small impact on overall costs. In July, WMU signed a long term contract with CMMPA for over 9 MW of nuclear generated power with a start-delivery of August. This expense was not anticipated during the 2012 budgeting process, so the savings realized from low market pricing early in the year will be spent on the new contract the final months of the year.

Projects started in 2012 that will run into 2013 include the water plant life extension project, carhoe unloading system, and the storm water drainage project.

The 2012 projected budget shows revenues adequate to cover expenses with enough retained earnings to fund capital projects. Looking at the 2013 budget, revenues are projected to cover the approved budget expenses. However, as 2013 progresses and we have a better idea how the new power purchase contract affects the financial performance, we will study whether a rate adjustment may need to be considered in 2014.

The year 2013 will be a year of preparation.

Power Plant Operations and Maintenance

The Power Plant will overhaul turbine #3, the unit that we run 24-7, eleven months of the year which provides power to our grid and steam to our district heating system. The estimated cost to just open up the cover of the turbine, clean, maintain and rebalance the rotor inside and work on the rest of the contents of this turbine is \$250,000. If we discover any major issue once we open it up, the bill to put it back together will be higher, depending on what is found.

Associated with the Power Plant are equipment repair and maintenance projects that allow for the normal operation of it. The coal unloading system, steam valves, safety issues, and normal wear and

tear have caused some maintenance needs to be addressed. These needs are essential for normal operating and are not included in the future upgrade project that was permitted in March of this year.

The capital projects planned for 2013 will mainly be to prepare for future projects that will cost much more.

Prepare for a Cooling Tower Replacement (\$0.5 million)

2013 will be a design and permit investigation year so we could move on the project in 2014.

Prepare for Power Plant Upgrade (total possible cost is \$16 million)

The permit states that if we start the upgrade, which includes a baghouse, biofuel handling, coal dust control and all the other things that will make the plant ready for co-firing biomass, we have to do everything at once.

Preparation for this is mainly financial in 2013.

Prepare for a Transmission Substation (\$2.3 million)

There are issues such as land acquisition, an Xcel interconnection agreement, and other foundational needs to be met prior to actual design and build in 2014 and possibly 2015.

Prepare for Power Purchase Contracts (\$150,000 operating expense)

In 2012, we were able to take advantage of a long term contract for a portion of our needs that is projected to limit our risk to market price fluctuations for many years in the future. In 2013 we will continue to work on acquiring other power purchase contracts with cost and risk mitigation in mind.

Prepare to Rebuild our Mobile Sub Transformer (\$4,000 to \$350,000)

Recent testing revealed damage that needs to be addressed. This means we will send it to a vendor who specializes in this type of work. Once they open up the tank, we will know what will need to be done. Best case is a cleanup, worst case may be a rebuild.

Prepare for Final Undergrounding Projects (\$150,000 2013 and \$154,000 2014)

After over 25+ years of converting our residential distribution system to underground system, we are nearing the last projects. The main feeders will remain overhead to enhance reliability, but the system that serves our residential customers will be mainly underground. The next phase of our undergrounding efforts will be replacing what was installed in the 1970's and 1980's.

Prepare to Integrate the KPC System in the City on the South Side of the Hwy 23 Bypass (\$2.03 million)

Work to integrate the KPC system that serves Abbot Drive and the Mills auto center will include feeder lines that will run under the bypass as well as a new distribution substation inside the Willmar substation.

Prepare for LED Street Lighting (\$10,000)

As LED technology improves and prices come down, the replacement of our existing fleet of High pressure sodium street lights becomes a real possibility. 2013 will be used as a test year to see how some of the newest units perform. The winners may not be known for a while, but we will have data to help make that decision.

Prepare to Upgrade our Meter Reading System (\$50,000)

Our meter reading system is not being supported by the original vendor, and is showing cracks. The latest technology is also known as smart metering, a possible two way communication between the

utility and our customers. These systems are very expensive; so 2013 will be a year of analysis and testing of various systems and their potential for WMU.

Prepare for Water Treatment Plant Upgrades (\$6.9 million across 2014-16)

The water treatment plants were built in the early 1990's and have done their job of removing iron from our water supply very well. Lately, they have shown signs that they may need some work. Adding to that, there are regulations that we need to comply with and a plan has been put into place to upgrade these plants. In 2012, the Commission was shown a plan that first uses a pilot plant that investigates how to comply with the new rules. Once a process is found that will treat our water to satisfy the new rules, a detailed design using as much of our existing plant will be done. In 2015 and 2016 the plan is to remodel the existing plants to the new standards.

Prepare for Retirements

In 2012, as stated above, there was not a replacement hired in time to learn from the retiring person. As we move forward, we plan to be able to put the replacements in place while the existing employee is still here or spend more time and effort documenting the significant institutional knowledge our retiree has before they leave.

Prepare for Future

In 2010, WMU engaged an architect firm to study our space, how we use it and what could be done to improve our operations. The results of that study clearly show that WMU has outdated buildings with a host of issues, and that our organization is segmented with separated buildings that cause much inefficiency in the operation. As we move into the future, the Commission approved plan should be followed and new facilities should be considered.

2012 CAPITAL IMPROVEMENTS BUDGET

NO.	DESCRIPTION	PRIORITY (1 - 3)	TOTAL COST	2013	2014	2015	2016	2017	FUNDED PROJECTS 2013	OTHER FUNDING/ CARRYOVER
POWER PRODUCTION DEPT										
1	COAL AREA RUNOFF CONTROL	2	225,000	0	225,000	0	0	0	0	0
2	DIESEL GEN-SETS STRUCTURES EAST	2	250,000	250,000	0	0	0	0	250,000	
3	DIESEL GEN-SETS STRUCTURES SW	2	250,000	0	250,000	0	0	0	0	0
4	COOLING TOWERS REPLACEMENT	2	500,000	25,000	475,000	0	0	0	25,000	
5	#4 BOILER ACCESS	1	33,000	33,000	0	0	0	0	33,000	
6	#3 BOILER ID FAN VFD	1	30,000	30,000	0	0	0	0	30,000	
7	#2 BOILER CATWALK	1	30,000	30,000	0	0	0	0	30,000	
8	COAL UNLOADING STRUCTURE	2	322,900	322,900	0	0	0	0	322,900	
9	PUFFER CONTROL	2	23,100	23,100	0	0	0	0	23,100	
10	TOOLS & EQUIP AS NEEDED (>\$500 EACH)	2	35,000	15,000	5,000	5,000	5,000	5,000	15,000	
11	EXHAUST CATALYTIC CONVERTERS	3	373,500	373,500	0	0	0	0	0	0
12	PRIAM SUBSTATION	1	2,300,000	100,000	1,100,000	1,100,000	0	0	100,000	
13	MOBILE SUBSTATION TRANSFORMER	2	350,000	350,000	0	0	0	0	350,000	
14	POWER PLANT UPGRADE	3	16,000,000	0	0	2,000,000	14,000,000	0	0	
TOTAL POWER PRODUCTION DEPT			20,722,500	1,552,500	2,055,000	3,105,000	14,005,000	5,000	1,179,000	0

PRIORITY #1: PROJECT OR PURCHASE MUST BE DONE IN THE YEAR BUDGETED

PRIORITY #2: PROJECT OR PURCHASE SHOULD BE DONE IN THE YEAR
BUDGETED, IF FUNDING IS AVAILABLE.PRIORITY #3: PROJECT OR PURCHASE COULD BE DONE IN THE YEAR
BUDGETED, IF FUNDING IS AVAILABLE.

2012 CAPITAL IMPROVEMENTS BUDGET

11/13/2012

11/13/2012		PROJECTS CARRYOVER 2013									
NO.	DESCRIPTION	PRIORITY (1 - 3)	TOTAL COST	2013	2014	2015	2016	2017			
ELECTRIC DISTRIBUTION DEPT											
1	HOOKUPS	1	23,400	4,000	4,200	4,800	4,900	5,500	4,000		
2	NEW STREET LIGHTS	2	9,700	1,700	1,700	2,000	2,000	2,300	1,700		
3	NEW SECURITY LIGHTS	1	2,000	400	400	400	400	400	400		
4	RESIDENTIAL ADDITIONS	1	237,000	36,000	39,000	45,000	54,000	63,000	36,000		
5	COMMERCIAL CUSTOMERS	1	629,000	122,000	124,000	124,000	128,000	131,000	122,000		
6	U/G CONVERSION PROJECTS	2	421,000	150,000	154,000	39,000	39,000	39,000	150,000		
7	REPLACE EXISTING U/G PRIMARIES	1	671,000	75,000	79,000	165,000	172,000	180,000	75,000		
8	COMMERCIAL CUST U/G IMPROVEMENT	2	70,500	13,500	14,000	14,000	14,500	14,500	13,500		
9	U/G FEEDER CABLE REPLACEMENT	1	396,000	95,000	95,000	103,000	103,000	0	95,000		
10	U/G FEEDER LINE CO RD 5 FR HWY 12 TO HWY 40	2	167,000	0	167,000	0	0	0	0		
11	CITY INDUSTRIAL PARK DISTRIBUTION SYSTEM	1	116,500	0	42,500	44,000	30,000	0	0		
12	EXTEND FDR 43 TO EAST OF AIRPORT	3	157,000	0	94,500	62,500	0	0	36,200		
13	BURY 3 PH IN BACK OF NEW BURGER KING	1	36,200	36,200	0	0	0	0	0		
14	SM U/G RESIDENTIAL PROJECT AREAS	3	41,500	14,900	14,000	12,600	0	0	73,000		
15	VEHICLE REPLACEMENT	2	483,000	73,000	160,000	0	250,000	0	18,500		
16	LINE DEPT & DRAFTING/ENGR TOOLS	1	18,500	18,500	0	0	0	0	0		
17	U/G DIST LINES SO OF HWY 23 & E HWY 71	1	2,030,000	0	2,000,000	30,000	0	0	10,000		
18	L.E.D. STREET LIGHT TESTING	2	10,000	10,000	0	0	0	0	0		
TOTAL ELECTRIC DISTRIBUTION			5,519,300	650,200	2,989,300	646,300	797,800	435,700			

2012 CAPITAL IMPROVEMENTS BUDGET

11/13/2012

NO.	DESCRIPTION	PRIORITY (1 - 3)	TOTAL COST	2013	2014	2015	2016	2017	FUNDED PROJECTS 2013	OTHER FUNDING/ CARRYOVER
<u>WATER & HEATING DEPT</u>										
1	WATER METERS	1	175,100	31,800	33,200	35,000	36,600	38,500	31,800	
2	WATER VEHICLES	2	60,000	0	0	30,000	30,000	0	0	
3	WATER DEPT TOOLS / EQUIPMENT	2	17,500	3,500	3,500	3,500	3,500	3,500	3,500	
4	TRANSMISSION MAINS & VALVES	1	459,100	58,300	100,800	100,000	100,000	100,000	58,300	
5	HEATING METERS	1	65,000	15,000	15,000	15,000	10,000	10,000	15,000	
6	HEATING DEPT TOOLS / EQUIPMENT	2	17,500	3,500	3,500	3,500	3,500	3,500	3,500	
7	WELL LIFE EXTENSION	2	99,300	18,300	22,500	19,000	19,500	20,000	18,300	
8	BOOSTER STATION LIFE EXTENSION	2	55,400	55,400	0	0	0	0	55,400	
9	WILLMAR WATERTOWER LIFE EXTENSION	2	500,000	0	0	0	0	500,000	0	
10	WATER PLANTS LIFE EXTENSION	2	6,979,600	198,200	471,400	3,155,000	3,155,000	0	198,200	
11	COLLEGE WATERTOWER LIFE EXTENSION	2	393,400	393,400	0	0	0	0	393,400	
TOTAL WATER & HEATING DEPT				8,821,900	777,400	649,900	3,361,000	3,358,100	777,400	0

NO.	DESCRIPTION	PRIORITY (1-3)	TOTAL COST	2013	2014	2015	2016	2017	FUNDED PROJECTS 2013	OTHER FUNDING/ CARRYOVER
<u>GENERAL ADMINISTRATIVE & METER</u>										
1	COMPUTER HARDWARE/SOFTWARE	2	700,000	100,000	250,000	250,000	50,000	50,000	100,000	
2	OFFICE FURNITURE & EQUIPMENT	2	50,000	10,000	10,000	10,000	10,000	10,000	10,000	
3	NEW TRAILER 7' X 16'	2	4,000	4,000	0	0	0	0	4,000	
4	LOAD MANAGEMENT PROGRAMS	2	250,000	50,000	50,000	50,000	50,000	50,000	50,000	
5	REPLACE JD145 MOWER & SNOW BLOWER	2	25,000	25,000	0	0	0	0	25,000	
6	REROOF SERVICE CENTER	1	80,000	0	40,000	40,000	0	0	0	
7	PROPERTY ACQUISITION	2	300,000	100,000	100,000	100,000	0	0	100,000	
8	INFRARED CAMERA	1	12,000	12,000	0	0	0	0	12,000	
9	REPLACE MULTI-GAS MONITORS	2	3,900	3,900	0	0	0	0	3,900	
10	AUTOMATED METER READING	2	500,000	50,000	150,000	150,000	150,000	0	50,000	
TOTAL GENERAL ADMINISTRATIVE & METER			1,924,900	354,900	600,000	600,000	260,000	110,000	354,900	0
<u>GRAND TOTAL</u>										
			28,166,700	2,557,600	5,644,300	4,351,300	15,062,800	550,700	2,169,200	0

12/11/01 RUDOS.

WILLMAR MUNICIPAL UTILITIES BUDGET ANALYSIS
STATEMENT OF ACTUAL & ESTIMATED OPERATIONS
ELECTRIC DIVISION

PAGE 1

ACTUAL AMOUNTS		ESTIMATED AMOUNTS	
YEAR 2010	YEAR 2011	YEAR 2012	YEAR 2013
OPERATING REVENUES			
6,724,692	6,798,065	7,597,100	7,806,900
16,760,821	17,270,347	18,772,300	19,385,700
230,544	217,739	198,300	232,300
23,721,147	24,446,151	26,519,700	27,444,900
TOTAL OPERATING REVENUES			
2,889,928	3,110,445	3,329,000	3,404,700
OPERATING EXPENSES			
591,085	651,543	696,700	713,800
12,083,517	12,494,704	13,300,000	13,091,300
141,071	165,550	256,300	142,000
84,526	141,847	90,500	91,500
547,939	580,708	573,700	580,700
317,030	339,169	347,700	429,800
467,067	486,271	556,800	542,800
2,542,523	2,697,865	2,875,700	2,913,500
1,596,714	1,671,500	1,660,900	1,713,000
21,342,462	22,230,422	23,098,200	23,056,200
2,379,685	2,065,529	2,941,500	2,392,700
254,408	546,365	837,000	144,300
379,727	365,486	350,900	350,300
2,258,366	2,846,458	2,847,600	2,196,200
1,658,070	1,702,530	1,770,700	1,787,800
595,296	543,928	1,076,900	486,400
21,342,462	22,230,422	23,098,200	23,056,200
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595,296	543,928	1,076,900	486,400
21,342,462	22,230,422	23,098,200	23,056,200
2,379,685	2,065,529	2,941,500	2,392,700
254,408	546,365	837,000	144,300
379,727	365,486	350,900	350,300
2,258,366	2,846,458	2,847,600	2,196,200</

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WILLMAR MUNICIPAL UTILITIES BUDGET ANALYSIS
STATEMENT OF ACTUAL & ESTIMATED OPERATIONS
COMBINED DIVISION

	ACTUAL AMOUNTS		ESTIMATED AMOUNTS	
	YEAR 2010	YEAR 2011	YEAR 2012	YEAR 2013
OPERATING REVENUES				
7,772,103	8,057,502	8,795,100	9,003,700	9,135,000
18,951,160	18,917,563	20,517,600	21,122,200	21,512,600
22,914	15,165	35,000		339,500
316,839	298,210	279,900	325,700	
26,443,036	27,269,440	29,645,600	30,451,600	30,989,100
TOTAL OPERATING REVENUES				
OPERATING EXPENSES				
3,144,156	3,378,423	3,616,500	3,653,700	3,555,200
896,743	747,701	831,500	1,287,100	1,092,500
12,543,427	12,949,428	12,735,000	14,625,900	14,625,700
141,071	135,550	226,300	142,000	138,200
84,556	161,267	90,500	91,500	42,500
747,008	794,573	789,500	782,400	774,600
440,218	480,096	544,900	606,200	605,900
640,325	672,940	742,500	740,200	780,000
3,138,935	3,325,236	3,551,500	3,609,500	3,674,800
2,315,474	2,285,627	2,275,500	2,195,400	2,141,900
23,913,913	24,985,041	26,403,700	27,742,800	27,611,300
2,349,123	2,304,399	3,241,900	2,711,700	3,375,800
277,003	742,298	277,200	192,400	196,900
419,713	395,315	373,500	368,500	334,700
2,407,413	2,651,372	3,145,600	2,542,800	3,239,400
1,842,300	1,891,700	1,957,400	1,953,400	2,051,300
563,112	752,672	1,178,200	587,400	1,188,700
TOTAL OPERATING EXPENSES				
OPERATING INCOME				
OTHER DEDUCTIONS				
NET EARNINGS				
INTERGOVERNMENTAL TRANSFER				
RETAINED EARNINGS				
2%	2%	3%	1%	3%



City of Willmar

Mayor's Proposed 2013 Budget

November 26, 2012

Frank A. Yanish, Mayor

City of Willmar Mission Statement

The City of Willmar is committed to providing responsible municipal service in an open, effective and efficient manner to all citizens of the local and area community. The ultimate goal is to preserve and enhance the quality of life for future generations.

Goals

1. **Leadership:** Build trust and teamwork
2. **Operations:** Efficient and effective services
3. **Infrastructure:** Efficient investments of transportation, facilities and technology
4. **Connections:** Strong public partnerships, engaged community and confidence in city government
5. **Development:** Thriving, dynamic, regional center

Strong Financial Picture

- Revenues are stable
- Aa Bond Rating
- Growth in new construction
- Maintaining basic services
- Building a Capital Improvements Program

3

2013 Proposed Budget

Fund Type	Mayor's Proposed	Revised
General Operating	\$ 15,090,918*	\$ 15,226,925
Capital Improvements	\$ 5,051,245	\$ 5,051,245
Special Revenue/Internal	\$ 919,636	\$ 731,750
Debt Service	\$ 2,456,760	\$ 2,456,750
Enterprise (Wastewater)	\$ 8,258,736	\$ 8,258,736
Total All Funds	\$ 31,725,416	\$ 31,725,416

General Operating Includes a \$1,817,611 transfer for
Capital Improvements

4

General Fund Revenues

Major Category	Mayor's Proposed	Revised
Property Taxes/Franchise	\$ 4,092,734	\$ 4,322,734
Licenses & Permits	\$ 277,730	\$ 277,730
Intergovernmental Aid (includes LGA)	\$4,789,731	\$ 4,789,731
Service Charges	\$724,450	\$ 724,450
Fines & Forfeitures	\$ 170,500	\$ 170,500
Interest Earnings and Reimbursements	\$970,500	\$ 980,500
Other Financing Sources	\$2,870,787	\$ 2,836,522
Fund Balance	\$1,194,486	\$ 1,124,758
Total	\$15,090,918	\$15,226,925

5

General Fund Expenditures

Major Category	Mayor's Proposed	Revised
Administration	\$ 543,386	\$ 698,231
Mayor and Council	\$ 210,915	\$ 198,415
Planning and Development	\$482,412	\$ 482,412
City Clerk/Elections/Assessing	\$505,641	\$ 505,641
Finance	\$387,032	\$ 387,032
Non-Departmental	\$1,255,100	\$ 1,484,100
Public Safety	\$4,771,898	\$ 4,772,060
Public Works	\$3,028,583	\$ 3,028,583
Library	\$474,673	\$ 469,173
Community Partners	\$125,500	\$ 111,500
Leisure Services	\$1,272,167	\$ 1,272,167
Transfers	\$1,817,611	\$ 1,817,611
Totals	\$15,090,918	\$ 15,226,925

6

Revenue Changes - \$220,735

- Net reallocation of WRAC-8, \$165,000
- Increase from MUC Intergovernmental Transfer, \$ 40,735
- Building Services Contract with Kandiyohi County, \$ 15,000

7

Changes in Expenditures (\$177,966)

- Mayor and Council Salaries, \$13,000
- WRAC -8 Reallocation, (\$154,845)
- Police Department Wage Settlement, (\$26,314)
- Fire Chief, \$26,152
- Library Funding, \$5,000
- Historical Society, \$1,000
- Airport Management, (\$41,959)

8

Net Effect of Changes

Revenue	\$220,735
Expenditures	<u>-177,966</u>
Total	\$ 42,769 (Surplus)
Previous Balance	\$ 55,292

Net Available Revenue \$ 98,061

9

Options for Available Balance

- Reduce the proposed \$240,000 levy.
- Increase the transfer to Capital Reserve.
- Restore funding previously cut.

10

Levy Increase Proposed for 2013

Year 2013-Gen Oper.	\$ 3,992,734
Street Prog.	\$ 240,000
<u>Year 2012</u>	<u>\$ 3,992,734</u>
Proposed Increase	\$ 240,000

11

Effect of Levy Increase

- Increase of \$25.47 per year or \$2.12 per month.
- Based upon a home valued at \$115,000.

12

Questions?

13

Willmar Design Center
Operating Budget - City of Willmar
2013

	2012 Budget	2013 Budget \$43,400	2013 Budget \$35,900	2013 Budget \$32,000	2013 Budget \$25,000
Insurance					
Liability Insurance	1,100	1,100	1,100	1,100	1,100
Office Expenses:					
Rent \$150/mos	1,800	1,800	1,800	1,800	1,800
Operating Expenses:					
Project Coordinator Contract	21,600	21,600	21,600	21,600	21,600
Administrative Services	-	2,400	2,400	2,400	500
Marketing/Advertising	500	3,500	3,500	3,500	-
	-	5,500	5,500	1,600	-
Grant Writer Fees:					
	-	7,500	-	-	-
Downtown Flowers:					
	-	-	-	-	-
Total Operating Budget	<u>25,000</u>	<u>43,400</u>	<u>35,900</u>	<u>32,000</u>	<u>25,000</u>

Willmar Design Center

Progress Report – 2011 & 2012

Willmar City Council

November 26, 2012

Mission: “Renewing the heart of the city”

- 1. Activities & Events -** **Draw 9,000 to 10,000 people /year downtown**
 - a. Becker Market – held on 17 Thursdays during summer
 - b. Bounty of Count – highlighting local foods with fine dining event
 - c. Holiday Celebration
 - d. Minnesota Orchestra concert – May, 2012 – hosted members
 - e. Kaffee Café Kahwa Art Mug Project with Willmar Area Arts council
 - f. Volunteer board meetings monthly – 14 members
 - g. Committee meetings – 5 standing committees – aligned with downtown plan
 - i. Development
 - ii. Infrastructure
 - iii. Design standards & Historic preservation
 - iv. Connections – trails
 - v. Commons Promotion
- 2. Volunteer hours -** **Approximately 4,000 to 5,000 hours / year**
 - a. Report volunteer hours quarterly
 - b. Equates to 2 or 2 ½ full time people
- 3. Development activities -** **Raised over \$340,000 in grants**
 - a. Building private/government partnerships
 - b. Willmar Downtown Plan
 - i. Design Gateway to Downtown \$ 4,500
 1. Pay for Adam Arvidson design
 2. Designed to match City of Willmar funds
 - ii. Becker Avenue redesign project \$ 20,000
 1. Complete street – convertible street
 2. Finalist for \$1,000,000 to \$2,000,000 federal grant
 - iii. Becker Market
 1. Healthy foods grants \$ 10,500
 2. Willmar Area Community Foundation \$ 9,500
 - c. MN DEED grants administered through HRA – Federal funds
 - i. Phase 1 – just under \$1,000,000 leveraged to

- about \$1,500,000 investment
- ii. Phase 2 – approximately \$1,100,000
- iii. HRA administers money
- iv. WDC sells the project to encourage investment
- v. 12 Commercial & 18 residential building rehabs in Central Business District
- d. MN Main Street member
 - i. Technical assistance funds - annually \$ 9,500
 - ii. Education and development assistance
- e. Lakeland Hotel development – design grant \$ 20,000
- f. Transportation Grant – State of MN \$160,000
 - i. Bike path to downtown
 - ii. Grant will be issued to City of Willmar
- g. Community Owned Grocery – COG – close to 300 members \$ 52,250
 - i. Agricultural Utilization Research Initiative (AURI)
 - ii. Kandiyohi EDC
 - iii. Food Coop Initiative (FCI)
 - iv. West Central Partnership (WCP)
 - v. Member dues \$200 X 300 \$ 60,000
- 4. Contracts –
 - a. WDC contracts with Beverly Dougherty
 - i. Project coordinator – last 4 years rate \$ 21,600
 - ii. Rent for storage of Becker Market supplies
 - Refridge, freezer, counters, tables
 - And includes electricity
 - Total \$150 / month \$ 1,800
 - b. Engan & Associates contracted for redesign of Lakeland Hotel. Preparation of assessment of building For development and the design for the 2nd and 3rd floor For any future development use. Funds provided by grants From the Minnesota Housing Partnership and the SW Minnesota Housing Partnership \$ 10,000
 - c. Adam Arvidson – Urban designer \$ 4,500
 - Prepare the design of the Downtown Gateways
 - Paid from WDC funds from MN Main Street technical Assistance funds

RICE MEMORIAL HOSPITAL

BOARD OF DIRECTORS

NOVEMBER 14, 2012

FOR COUNCIL
INFORMATION

PRESENT: David Anfinson, President; Steve Cederstrom, Vice President; Michael Gardner, DDS, Treasurer; Robert Kruger, M.D., Secretary; and Directors Eric Weiberg, Jenna Fischer and Wayne Larson

ADMINISTRATIVE STAFF: Michael Schramm, Bill Fenske, Dale Hustedt, Sandy Roelofs

GUESTS: Dean Leon Assael, Jeff Ogden and Meghan Reedy, U of M School of Dentistry; Dr. Linda Jackson, Renee Johnson, Jim Dokken.

Call to Order/Minutes: President Anfinson called the meeting to order at 5:35 p.m. **ACTION:** A motion was made by Director Gardner, seconded by Director Fischer and carried that the minutes of the October 10, 2012 meeting be approved as written.

Board Education: Dean Assael, U of M School of Dentistry, provided the Board education and reviewed information in regard to: A) Background. B) History of Rice Regional Dental Clinic (RRDC). C) Student experiences (DDS, Dental Hygiene, Dental Therapy) at RRDC. D) Grant monies available to RRDC. E) DDS Student presentations to schools. F) U of M Dental School educational sessions/opportunities available to Dentists/Dental Clinic staff throughout the State.

Patient Experience: Dale Hustedt reviewed correspondence sent recently to the Wound, Ostomy and Continence (WOC) nurses at Rice. It was from a Daughter of a patient cared for by the Rice WOC nurses. The patient had a wound that needed healing, and they were able to heal the wound and the patient back to good health. As a result of this experience, the Daughter is interested in attending nursing school and specifically in the area of WOC.

Financial Report: Bill Fenske reviewed information for the Board in regard to the September, 2012 and third quarter financial reports as follows: A) September was not a good month resulting in a loss of \$740,000 from operations. B) In addition to sluggish performance, there was a negative shift in payer mix with a decrease of 2% in the Medicare payment rate. C) Balance sheet activity is fairly flat with a slight increase in net assets related to refunding of long term debt and one-time adjustments. D) Expenses for the month are higher than was projected and higher than what would be expected with the lower volumes. E) The decrease in Willmar Medical Services (WMS) activity relates primarily to Oncology, especially radiation therapy. F) Cash is flat at 112 days. G) Rice Care Center continues to show favorable results exceeding expectations. Admissions in the short-stay unit have had to be turned away because all units have been full. H) Home Medical activity did not meet projections. I) Rice Hospital recently received a national award on work with its patients on "up front collections." This has lowered Rice's bad debts and the patients are pleased to know up front what the cost of their care will be.

Medical Staff Report: Dr. Kruger reviewed for the Board the minutes of the October 23 Medical Staff and Credentials Committee meetings in regard to the following: A) An increase has been seen in Physicians who are shifting their practices from both clinic and hospital to primarily a clinic practice. B) Dr. Willardson from CentraCare was at Rice on October 24 to address any issues or questions in regard to the Hospital's Epic Clinical Information system. **ACTION:** A motion was made by Director Gardner, seconded by Director Larson, and carried that the minutes of the October 23 Medical Staff and Credentials Committee meeting minutes be approved as written, which includes the following appointments to the Rice Memorial Hospital Medical Staff as well as newly reviewed/revised Medical Staff Department Criteria:

INITIAL APPLICATIONS:

Locum Tenens Staff:

Temporary Privileges:

Sarah Archer, M.D. – Obstetrics & Gynecology/Department of OB – Gynecology. Weatherby Healthcare, Fort

Lauderdale, FL and Affiliated Community Medical Center, Willmar MN. Temporary privileges for start date of 10/19/2012.

Allied Health Staff:

Thomas Swedberg, CNP – Nurse Practitioner/Department of Surgery. Central Minnesota Neurosciences, Ltd., Sartell, MN. Responsible Physician: Jeffrey Gerdes, M.D.

Temporary Privileges:

Tanya Smith, CNP – Nurse Practitioner/Department of Emergency Medicine. Affiliated Community Medical Center, Willmar, MN. Responsible Physician: Larry Okerlund, M.D. Expected start date: 10/26/2012.

Reinstatement of Privileges:

Alan Roiseland, M.D. – Emergency Medicine/Department of Emergency Medicine. Family Practice Medical Center, Willmar, MN. (CALS recertification done in September, 2012).

REAPPOINTMENT APPLICATIONS:

Affiliate Staff:

David Asinger, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN

Joel Halcomb, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN.

Kevin Henseler, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN.

Robin Javaherian, M.D. – Family Practice/Department of Family Practice. Affiliated Community Medical Center, Willmar, MN.

Bruce Keppen, M.D. – Pain Management/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN.

Mark McMillan, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN.

Matthew Schaar, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN.

Shannon Sheedy, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN.

James White, M.D. – Neurology/Department of Internal Medicine. Minnesota Epilepsy Group, St. Paul, MN.

Allied Health Staff:

Jay Loeppke, RN-CRNA – Nurse Anesthetist/Department of Anesthesiology. Rice Memorial Hospital, Willmar, MN.

Kimberly Rupp-Montpetit, RN-CRNA – Nurse Anesthetist/Department of Anesthesiology. Rice Memorial Hospital, Willmar, MN.

Say Thao, PA – Physician Assistant/Department of Surgery. St. Cloud Orthopedic Associates, Ltd., Sartell, MN. Responsible Physician: Christopher Widstrom, M.D.

Shane Volk, RN-CRNA – Nurse Anesthetist/Department of Anesthesiology. Rice Memorial Hospital, Willmar, MN.

Other: Department Criteria for review and approval by the Board of Directors: 1) Obstetrics/Gynecology Criteria. 2) Pediatric Criteria. 3) Pathology Department Criteria. 4) Emergency Department Criteria.

CEO Report - Mike Schramm:

- A. Recruitment: 1) Dr. Flowe, CMO, will be joining the Administrative staff on December 10. He will oversee the Emergency Services Department physicians, Hospital Medical Staff as well as overall quality of patient care. 2) Orthopedics: In partnership with ACMC, we have extended an offer to an orthopedic surgeon candidate. An additional orthopedic surgeon candidate will be visiting Rice and ACMC later in the month. Discussions have also taken place with an Orthopedist in regard to providing coverage at Rice. 3) A new Hospitalist/Nephrologist will be joining the Hospital's Medical Staff. 4) An offer has been extended to a Medical Oncologist candidate who visited Rice a few months ago. 5) Dr. Lucio Minces, Infectious Disease Specialist, has joined ACMC and the Rice Hospital Medical Staff. 6) Recruitment continues in the areas of Pediatrics and Obstetrics/Gynecology.
- B. Service Line Planning: Work continues by the Committee on the Hospital's Nephrology and Dialysis programs. Dr. Haugen is also working on offering more educational programs to our community on the Hospital's Peritoneal Dialysis program.
- C. Building Projects Update: 1) RCC building project: Currently working on the far eastern wing of the Care Center. The project, which will be done in phases, seems to be going well. 2) RHM: Moving forward with plans for the Willmar store. Still planning for and moving toward a more final plan for the Redwood Falls store. 3) Imaging Services project: The Rice Imaging Services renovation project will be done in three phases, and we are currently proceeding with phases 1 and 2 of the project. 4) Lab/outpatient departments: Remodeling of these areas is still in the planning phase. 5) Hospital space planning: Looking to seek expertise from an architectural firm that focuses on hospital space planning in order to make sure we are utilizing space as efficiently as possible.
- D. Quality: Information was recently received from MHA on how the Hospital is doing in terms of Reducing Avoidable Readmissions Effectively (RARE) Program. According to the data, we have seen positive progress being made at Rice in this area. We continue to work on other areas too, including reducing infections, falls, etc.
- E. Rice Health Foundation: 1) The Rice Health Foundation Gala Dinner/Holiday Festival was very successful. All of the expenses are not in, but it looks like we have exceeded our goal of \$100,000. Funds raised from this year's event will be given to Rice Care Center for a new Activities Center, which is part of the overall RCC building project. 2) Works also continues on the fund raising campaign for the RCC building project.
- F. Downtown planning: Rice is an active participant in downtown planning/improvement efforts, with membership on the Downtown Steering Committee and Willmar Design Center Board/Committees. Rice will be involved in a parking study/needs assessment that is being completed for downtown Willmar.
- G. Local Charity Support: 1) Rice has had a successful United Way campaign thus far, achieving approximately 85% of its goal. 2) Rice also held its annual employee Fall Basket event where departments put together gift baskets for local community charities.
- H. Legislative Update: As a result of the Democratic House, Senate and Governor in Minnesota, we will definitely be seeing changes in public policy. We plan to set up meetings with Representative Sawatzky and Senator Koenen regarding needs pertaining to the Hospital as well as our health care community.
- I. Recruitment Policy: This policy has been approved by the Board of Directors for Rice Hospital. An annual summary will be provided to the Board for 2012. Rice is actively investing dollars for physician recruitment for the benefit of our patients/community.

- J. RRDC: Representatives from Administration met with the U of M Dental School representatives prior to tonight's meeting and discussed the long-term sustainability of the Dental Clinic. Rice will always rely on grants/funding for the dental clinic. The U of M is committed this year as well as for future years in an effort to make certain the RRDC is sustainable.

New Business:

- A. 2013 Budget: Bill Fenske reviewed the proposed 2013 budget for Rice Hospital in regard to the following:
- 1) The proposed budget has been reviewed with the Hospital Board's Finance Committee who has recommended Board approval of the Budget, a 3% price increase, and the 2013 capital equipment budget.
 - 2) The 2013 budget is based on the Hospital's five-year financial plan that was compiled and brought to the Board earlier this year for approval. The plan was based on 2011 activity along with 2012 budgeted activity.
 - 3) Volumes have decreased significantly in 2012, thus adjustments were necessary in certain areas resulting in a final budget that is lower than the five-year plan.
 - 4) The key indicators are the same as what is reviewed with each month's performance. Administration is comfortable with the 2013 budget and how it compares to the benchmarks.
 - 5) The average daily census is projected down at 32 patients per day. Admissions decrease accordingly by 3%. RCC activity projection factors in a decrease in resident days and will average 60 residents per day during construction. Ancillary services are projected to be relatively flat. Emergency Services Department activity has experienced a decline for the first time in several years.
 - 6) There is a slight decrease of approximately 7 FTE's. The 2012 budget did include an increase in FTE's due to the new EPIC Clinical Information System installation.
 - 7) Drug expense is estimated to be flat based on information received from manufacturers/vendors. The increase in drug expenses over the past three years relates to Medical Oncology for WMS which we are required to report through Rice activity.
 - 8) Depreciation and Interest projections include the Care Center Project C which will include \$1.9 million in new debt.
 - 9) Interest earnings are projected lower in 2013 due to lower returns on investments.
 - 10) RHM is projected to incur a loss of \$143,862. The focus going forward puts more emphasis on cash sales, moving away from oxygen and other services that are dependent upon government payers with declining reimbursement.
 - 11) The 2013 Capital Budget aligns with the five-year financial plan. Expenditures are projected higher than in the past.
 - 12) The cash flow reflects the borrowing of \$1.9 million for the Care Center project.
- ACTION: A motion was made by Director Gardner, seconded by Director Cederstrom and carried that the Rice Memorial Hospital budget for 2013 be approved as presented and recommended which includes a 3% price increase and the proposed 2013 Capital Equipment budget.**

Committee Reports:

- A. Ethics Committee: Directors Kruger and Fischer reported on the November 5 meeting. The Committee reviewed articles in regard to: 1) The Study of Genomics. 2) Patients right to read physician notes. 3) Ruling on Guardians ending life support. 4) Using Donor DNA to fix some genetic disease. 5) Scientists moving closer to a lasting flu vaccine.
- B. Finance Committee: In attendance at the November 6 Finance Committee meeting were Directors Gardner, Larson, and Fischer. Discussion was held on the September 30 and 3rd quarter financial statements as well as the proposed 2013 budget.
- C. Board Executive Committee: In attendance at the November 8 meeting were Directors Anfinson, Cederstrom and Gardner.
- D. Director Fischer reported that as a result of her office being involved with sexual assault nurse examiner training, she has been assisting in the writing of a grant which was submitted earlier this week. The grant is for the establishment and operation of a Sexual Assault Nurse Examiner (SANE) program. The grant would provide the necessary resources for training sexual assault nurses to do the exams, as well as testify in court, etc.
- E. Jim Dokken: 1) He and Mayor Yanish and their wives were in attendance at the Hospital Foundation's gala dinner held on November 9. 2) He reported on a meeting he attended on October 25 in regard to The New Normal Program. The plan is to pursue this program with the hope of gaining the support of the League of Women Voters as well in order to provide services.

Adjournment: There being no further business, the meeting was adjourned at 7:45 p.m.

Submitted by:

Robert Kruger, M.D.

Secretary

Sr

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
NOVEMBER 26, 2012

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, November 26, 2012 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dave Baker, Steve Salzer, Matt Schrupp, Dan Holtz, Jerry Gesch, Carol Laumer and Jeffrey Nagel.

Others present at the meeting were: General Manager Wesley Hompe, Manager of Electric Services Jeff Kimpling, Director of Water/District Heating Bart Murphy, Director of Finance Tim Hunstad, Customer Service Supervisor Stacy Stien, Power Supply Broker Chris Carlson, Supervisor of Power Production Jon Folkedahl, Mayor Frank Yanish, City Councilmen Bruce DeBlieck & Jim Dokken, City Attorney Robert Scott (via teleconference) and WC Tribune Journalist David Little.

President Baker opened the meeting by requesting a resolution to approve the Consent Agenda. Following a review, Commissioner Schrupp offered a resolution to approve the Consent Agenda as presented. Commissioner Laumer seconded.

RESOLUTION NO. 56

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the November 13, 2012 Commission meeting; and,
- ❖ Bills represented by vouchers No. 122030 to No. 122137 inclusive in the amount of \$1,945,634.08 with a MISO credit in the amount of \$69,695.87 and an Absaloka Coal payment in the amount of \$103,401.00."

Dated this 26th day of November, 2012.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of seven ayes and zero nays.

For information and review, a number of reports were discussed with the Commission. Power Supply Broker Carlson reported on the September 2012 Power Supply Report; Director of Finance Hunstad reported on the October 31, 2012 Investment Report; and, General Manager Hompe reviewed the October 2012 Budget Report.

Commissioner Schrupp (Labor Committee Chair) reported to the Commission on the WMU Labor Committee meeting held on November 19, 2012. The first topic of interest to be discussed was a review and status report of the most recent job position vacancies to be filled. The employees and their new positions are: Accounting Clerk Gwen Lipinski; Customer Service

Supervisor Stacy Stien; Director of Finance Tim Hunstad; and, Customer Service Representative Colleen Okland. Following a review of each position, the Labor Committee was recommending to initiate a succession plan for each key employment position held at WMU for future progression.

The second item of discussion by the Labor Committee was a review of the proposed organizational chart originally submitted by Springsted Inc. It was the consensus of the Committee that significant revisions would be required to the presented model.

The next topic to be discussed by the Labor Committee was the Early Retirement Program offered to WMU employees with 20+ years of employment and who are eligible to collect pension from PERA. The current program has an expiration date of December 31, 2013. The Committee directed General Manager Hompe to gather additional data to assist in assessing the future direction of the program.

Next, General Manager Hompe presented the Labor Committee with a proposed job description and summary including key responsibilities for the new position of Compliance Officer. The Labor Committee approved the job description incorporating the term "Safety" into the job title ("Compliance/Safety Officer").

The final item to be discussed by the WMU Labor Committee was the current status of the Electric Distribution Department. It was noted that a resignation had recently been submitted by Lineman Ed Zurn. Due to this vacancy, the Committee was recommending to fill this position in a timely fashion.

Following discussion, Commissioner Salzer made a motion to approve the minutes of the November 19th WMU Labor Committee meeting as presented. Commissioner Holtz seconded, and the motion was carried by a vote of seven ayes and zero nays.

Chair Schrupp informed the Commission that the WMU Labor Committee had met today (Nov. 26th) at 10:30 a.m. to further discuss the Early Retirement Program. General Manager Hompe presented the Committee with the requested information to assist in determining the direction of the program. Following a review of the information, the Labor Committee was recommending that the Early Retirement Program being offered to qualifying employees be extended an additional four years (December 31, 2017) with a review of the program to be conducted prior to the end of 2015. Following discussion, Commissioner Schrupp offered a resolution to extend the employee Early Retirement Program an additional four years (December 31, 2017) with a review of the program to be held prior to the end of 2015. Commissioner Laumer seconded.

RESOLUTION NO. 57

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Early Retirement Program offered to employees with 20+ years of employment and who are eligible to collect pension from PERA be extended to December 31, 2017(four years) with a review of the program to be conducted prior to the end of 2015."

Dated this 26th day of November, 2012.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of seven ayes and zero nays.

General Manager Hompe reminded the Commission that the City Finance Committee will be meeting at 4:00 p.m. today (Nov. 26th) to review & discuss the proposed 2013 City Budgets. This review would include the 2013 budgets submitted by both the Municipal Utilities and Rice Hospital. The meeting will be held in the WMU Auditorium.

General Manager Hompe presented the Commission with an update of the Electric Distribution Department. A recap of the mutual aid assistance provided by WMU Linemen Dick Thynes and Casey Jenny to victims of Hurricane Sandy (Long Island, NY) was given. It was also noted that due to the recent resignation of Lineman Zurn, action would be required to fill the vacancy. Following discussion, Commissioner Schrupp made a motion to proceed with the hiring process to fill the open lineman position. Commissioner Gesch seconded, and the motion was carried by a vote of seven ayes and zero nays.

General Manager Hompe discussed with the Commission the status of a fund reserve which had been initially established to assist in funding of future land acquisitions by WMU. Following discussion, it was agreed by the Commission that the land acquisition fund would be addressed and reflected in the WMU fund balances set at the beginning of the year (January 2013).

General Manager Hompe reminded the Commission of the upcoming MMUA Legal Seminar scheduled for Friday, November 30th. Those planning to attend are General Manager Hompe, Commissioner Gesch and Director of Finance Hunstad.

City Councilman DeBlieck informed the Commission that the City of Willmar is planning to conduct a city sewer rate study in the near future. This was for information only.

With no other business to come before the Commission, Commissioner Schrupp made a motion to adjourn the meeting. Commissioner Salzer seconded the motion, and the meeting was adjourned by a vote of seven ayes and zero nays.

Respectfully submitted,

WILLMAR MUNICIPAL UTILITIES

Jeff Kimpling
Manager of Electric Services

ATTEST:

Matt Schrupp, Secretary

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
11/28/2012 14:29:31

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ARROWHEAD SCIENTIFIC INC 002882 34889 11/28/12 EVIDENCE SUPPLIES	120.95		59565		D N	GENERAL SUPPLIES 101.42411.0229
ASD INSURANCE THE AWES A 000085 34890 11/28/12 DISABILITY POLICY	1,307.16		38286		D N	PREPAID EXPENSES 101.128000
34890 11/28/12 DISABILITY POLICY	118.84		38286		D N	INSURANCES AND B 101.42412.0441
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BATTERY WHOLESAL INC 002860 34892 11/28/12 BATTERY	125.21		11171		D N	INVENTORIES-MDSE 101.125000
34892 11/28/12 BATTERY/BATTERY CLEANER	441.01		11382		D N	INVENTORIES-MDSE 101.125000
34892 11/28/12 BATTERY/BATTERY CLEANER	566.22		*CHECK TOTAL			
VENDOR TOTAL	566.22					
BERNICK'S PEPSI-COLA CO 000103 34893 11/28/12 OFFICE COFFEE	39.48		9690		D N	GENERAL SUPPLIES 101.43425.0229
BOUND TREE MEDICAL LLC 002833 34894 11/28/12 AED BATTERY	186.65		80926465		D N	GENERAL SUPPLIES 101.45427.0229
BRETH-ZENZEN FIRE PROTEC 002788 34895 11/28/12 FIRE SPRINKLER INSP.	75.00		1574		D N	MTCE. OF STRUCTU 101.42412.0335
BSE 001980 34896 11/28/12 ELECTRICAL SUPPLIES	154.90		904829458		D N	GENERAL SUPPLIES 101.45433.0229
34896 11/28/12 LIGHT BULBS FOR BLDG	47.72		904876514		D N	MTCE. OF STRUCTU 651.48474.0225
34896 11/28/12 LIGHT BULBS FOR BLDG	31.82		904876514		D N	MTCE. OF STRUCTU 651.48475.0225
34896 11/28/12 BALLAST FOR POLE LIGHTS	218.45		904876516		D N	MTCE. OF STRUCTU 651.48474.0225
34896 11/28/12 RUST PREV. ELEC COATING	15.91		904876524		D N	GENERAL SUPPLIES 651.48475.0229
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34896 11/28/12 BULBS FOR RUNWAY LTS	79.64		904896141		D N	MTCE. OF OTHER I 101.43430.0226
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CANON FINANCIAL SERVICES 002336 34897 11/28/12 COPIER LEASE AGRMT	26.59		12311903		D N	RENTS 101.43425.0440
CARDMEMBER SERVICE 002365 34882 11/21/12 CHECK VOID	150.00CR		STMT/10-12		M N	PREPAID EXPENSES 101.128000
34882 11/21/12 CHECK VOID	11.00CR		STMT/10-12		M N	TRAVEL-CONF.-SCH 101.41400.0333
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Vendor Payments History Report
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34882 11/21/12	CHECK VOID	19.95CR		STMT/10-12		M N	OFFICE SUPPLIES	101.41401.0220
34882 11/21/12	CHECK VOID	75.00CR		STMT/10-12		M N	TRAVEL-CONF.-SCH	101.41401.0333
34882 11/21/12	CHECK VOID	118.10CR		STMT/10-12		M N	SMALL TOOLS	101.41402.0221
34882 11/21/12	CHECK VOID	28.15CR		STMT/10-12		M N	GENERAL SUPPLIES	101.41409.0229
34882 11/21/12	CHECK VOID	49.00CR		STMT/10-12		M N	SUBSCRIPTIONS AN	101.41409.0443
34882 11/21/12	CHECK VOID	29.00CR		STMT/10-12		M N	SUBSCRIPTIONS AN	101.41409.0446
34882 11/21/12	CHECK VOID	660.38CR		STMT/10-12		M N	PROFESSIONAL SER	101.41409.0446
34882 11/21/12	CHECK VOID	781.59CR		STMT/10-12		M N	SMALL TOOLS	101.42411.0221
34882 11/21/12	CHECK VOID	1,835.38CR		STMT/10-12		M N	SMALL TOOLS	101.42411.0221
34882 11/21/12	CHECK VOID	160.27CR		STMT/10-12		M N	SMALL TOOLS	101.42411.0221
34882 11/21/12	CHECK VOID	150.00		STMT/10-12		M N	GENERAL SUPPLIES	101.42411.0229
34882 11/21/12	NACOP MEMBERSHIP DUES	11.00		STMT/10-12		D N	PREPAID EXPENSES	101.128000
34882 11/21/12	STEVENS-PUB. POLICY MTG	40.60		STMT/10-12		D N	TRAVEL-CONF.-SCH	101.41400.0333
34882 11/21/12	STEVENS-MEAL EXPENSES	439.48		STMT/10-12		D N	TRAVEL-CONF.-SCH	101.41400.0333
34882 11/21/12	STEVENS-LODGING EXPENSE	19.95		STMT/10-12		D N	OFFICE SUPPLIES	101.41401.0220
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34882 11/21/12	YANISH-GALA TICKET	118.10		STMT/10-12		D N	SMALL TOOLS	101.41402.0221
34882 11/21/12	CANON CAMERA	28.15		STMT/10-12		D N	GENERAL SUPPLIES	101.41409.0229
34882 11/21/12	5 PWR ADAPTER	49.00		STMT/10-12		D N	SUBSCRIPTIONS AN	101.41409.0443
34882 11/21/12	USTREAM VIDEO SUBSCRIP.	49.00		STMT/10-12		D N	SUBSCRIPTIONS AN	101.41409.0443
34882 11/21/12	USTREAM VIDEO SUBSCRIP.	29.00		STMT/10-12		D N	PROFESSIONAL SER	101.41409.0446
34882 11/21/12	PROFESSIONAL SERVICES	660.38		STMT/10-12		D N	SMALL TOOLS	101.42411.0221
34882 11/21/12	CANON EOS REBEL CAMERA	781.59		STMT/10-12		D N	SMALL TOOLS	101.42411.0221
34882 11/21/12	TRAIL CAMERA-INVESTIG.	1,835.38		STMT/10-12		D N	SMALL TOOLS	101.42411.0221
34882 11/21/12	12 CAMERAS FOR SQUADS	160.27		STMT/10-12		D N	GENERAL SUPPLIES	101.42411.0229
34882 11/21/12	RANGE SUPPLIES	0.00		STMT/10-12		D N	GENERAL SUPPLIES	101.42411.0229
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34887 11/21/12	STEVENS-LODGING EXPENSE	439.48		STMT/10-12		D N	TRAVEL-CONF.-SCH	101.41400.0333
34887 11/21/12	REFERENCE MATERIALS	19.95		STMT/10-12		D N	OFFICE SUPPLIES	101.41401.0220
34887 11/21/12	YANISH-GALA TICKET	75.00		STMT/10-12		D N	TRAVEL-CONF.-SCH	101.41401.0333
34887 11/21/12	CANON CAMERA	118.10		STMT/10-12		D N	SMALL TOOLS	101.41402.0221
34887 11/21/12	5 PWR ADAPTER	28.15		STMT/10-12		D N	GENERAL SUPPLIES	101.41409.0229
34887 11/21/12	USTREAM VIDEO SUBSCRIP.	49.00		STMT/10-12		D N	SUBSCRIPTIONS AN	101.41409.0443
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34887 11/21/12	PROFESSIONAL SERVICES	29.00		STMT/10-12		D N	PROFESSIONAL SER	101.41409.0446
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34887 11/21/12	RANGE SUPPLIES	160.27		STMT/10-12		D N	GENERAL SUPPLIES	101.42411.0229
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		4,459.32						

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
11/28/2012 14:29:31

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34898 11/28/12	NATURAL GAS CHARGES	782.54		6007939/11-12		UTILITIES	101.43425.0332
34898 11/28/12	NATURAL GAS CHARGES	24.03		6038773/11-12		UTILITIES	101.43425.0332
34898 11/28/12	NATURAL GAS CHARGES	683.20		6061271/11-12		UTILITIES	101.43425.0332
34898 11/28/12	NATURAL GAS CHARGES	30.85		6069198/11-12		UTILITIES	101.43425.0332
34898 11/28/12	NATURAL GAS CHARGES	369.63		6084836/11-12		UTILITIES	101.45433.0332
34898 11/28/12	NATURAL GAS CHARGES	1,018.18		6085332/11-12		UTILITIES	101.42412.0332
34898 11/28/12	NATURAL GAS CHARGES	1,290.32		6102726/11-12		UTILITIES	101.43430.0332
34898 11/28/12	NATURAL GAS CHARGES	308.00		7177865/11-12		UTILITIES	101.43430.0332
34898 11/28/12	NATURAL GAS CHARGES	12.82		8503501/11-12		UTILITIES	651.48477.0332
34898 11/28/12	NATURAL GAS CHARGES	412.61		8512023/11-12		UTILITIES	651.48477.0332
34898 11/28/12	NATURAL GAS CHARGES	3,097.18		8795475/11-12		UTILITIES	651.48474.0332
34898 11/28/12	NATURAL GAS CHARGES	2,064.79		8795475/11-12		UTILITIES	651.48475.0332
34898 11/28/12	NATURAL GAS CHARGES	9,310.05					
34898 11/28/12	NATURAL GAS CHARGES	9,310.05					
	VENDOR TOTAL			*CHECK TOTAL			

CES IMAGING	002988	43.71		279814		OFFICE SUPPLIES	101.43417.0220
34899 11/28/12	HP PLOTTER INK						
CHAPPELL CENTRAL INC	000156						
34900 11/28/12	HTG SYSTEM MTCE-PARTS	243.96		00051269		MTCE. OF STRUCTU	101.45435.0225
34900 11/28/12	HTG SYSTEM MTCE-LABOR	380.00		00051269		MTCE. OF STRUCTU	101.45435.0335
34900 11/28/12	CHECKED ZONE VALVE-PARTS	122.04		00051577		MTCE. OF STRUCTU	101.41408.0225
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34900 11/28/12	HT VALVES/ELEC ACTUATO	4,500.25					
	VENDOR TOTAL			*CHECK TOTAL			

CHARTER COMMUNICATIONS	000736					COMMUNICATIONS	207.45001.0330
34901 11/28/12	MONTHLY PHONE SERVICE	45.29		0594/11-12		COMMUNICATIONS	101.41409.0330
34901 11/28/12	MONTHLY PHONE SERVICE	223.69		1251/11-12		COMMUNICATIONS	208.45005.0330
34901 11/28/12	MONTHLY PHONE SERVICE	174.56		3552/10-12		COMMUNICATIONS	208.45005.0330
34901 11/28/12	MONTHLY PHONE SERVICE	174.56		3552/11-12			
34901 11/28/12	MONTHLY PHONE SERVICE	618.10					
34901 11/28/12	MONTHLY PHONE SERVICE	618.10					
	VENDOR TOTAL			*CHECK TOTAL			
CODE 4 SERVICES LLC	002984					MACHINERY AND AU	450.42411.0553
34902 11/28/12	PARTITION/PUSH BMPR/LT	1,418.28		763		MTCE. OF EQUIPME	101.42411.0224
34902 11/28/12	ALT. EXISTING GUN LOCK	2,343.30		780			
34902 11/28/12	ALT. EXISTING GUN LOCK	3,761.58					
	VENDOR TOTAL			*CHECK TOTAL			

COLEPAPERS INC	000170					CLEANING AND WAS	101.45435.0228
34903 11/28/12	CLEANING SUPPLIES	358.78		8794817		CLEANING AND WAS	101.45427.0228
34903 11/28/12	CLEANING SUPPLIES	137.12		8801784			
34903 11/28/12	CLEANING SUPPLIES	495.90					
	VENDOR TOTAL			*CHECK TOTAL			

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M ACCOUNT NAME	ACCOUNT
CROW CHEMICAL & LIGHTING 000186 34904 11/28/12 CLEANING SUPPLIES 34904 11/28/12 CLEANING SUPPLIES 34904 11/28/12 CLEANING SUPPLIES 34904 11/28/12 CLEANING SUPPLIES 34904 11/28/12 DISPOSABLE GLOVES 34904 11/28/12 DISPOSABLE GLOVES 34904 11/28/12 DISPOSABLE GLOVES	16.13 33.67 22.44 237.32 158.22 467.78 467.78		401168 401186 401186 401213 401213 *CHECK TOTAL		D N D N D N D N D N D N D N	CLEANING AND WAS 101.45433.0228 CLEANING AND WAS 651.48474.0228 CLEANING AND WAS 651.48475.0228 GENERAL SUPPLIES 651.48474.0229 GENERAL SUPPLIES 651.48475.0229 GENERAL SUPPLIES 101.45435.0229 RENTS 101.45435.0440
CULLIGAN STERLING WATER 000188 34905 11/28/12 SOFTENER SALT 34905 11/28/12 SOFTENER RENTAL 34905 11/28/12 SOFTENER RENTAL	36.87 32.28 69.15 69.15		112508-9/10-12 112508-9/10-12 *CHECK TOTAL		D N D N D N	GENERAL SUPPLIES 101.45435.0229 RENTS 101.45435.0440
DELTA DENTAL OF MINNESOTA 002867 34883 11/21/12 DENTAL INSURANCE-DEC	25.40		4992790		D N	RETIRED EMPLOYEE 101.41428.0818
DEPT OF HUMAN SERVICES 000009 34906 11/28/12 CLEANING SERVICES 34906 11/28/12 CLEANING SERVICES 34906 11/28/12 CLEANING SERVICES	90.00 1,628.00 1,718.00 1,718.00		00000108082 00000108084 *CHECK TOTAL		D N D N D N	CLEANING AND WAS 101.45435.0338 CLEANING AND WAS 101.45433.0338 CLEANING AND WAS 101.45433.0338
DIGITAL-ALLY INC 002509 34907 11/28/12 CHARGER PORT	90.00		1052108		D N	MTCE. OF EQUIPME 101.42411.0224
DONNERITE GRAPHICS 001422 34908 11/28/12 GRAPHICS FOR CAR 8	288.75		8461		D N	MACHINERY AND AU 450.42411.0553
DONOHUE & ASSOCIATES 002293 34909 11/28/12 WESTERN COLLECTOR SEWE	3,670.00		11678-23		D N	CONTRACTS PAYABL 651.207000
DOOLEY'S PETROLEUM INC 000212 34910 11/28/12 PUMP LUBE/OIL	333.57		619524		D N	MOTOR FUELS AND 101.42412.0222
DUININCK INC 000222 34911 11/28/12 CLASS 5 BASE 34911 11/28/12 CLASS 5 BASE 34911 11/28/12 CLASS 5 BASE	1,276.38 341.23CR 935.15 935.15		513335 513438 *CHECK TOTAL		D N D N D N	MTCE. OF OTHER I 101.43425.0226 MTCE. OF OTHER I 101.43425.0226 MTCE. OF OTHER I 101.43425.0226
EXPLORE MN TOURISM 002245 34912 11/28/12 MN FISHING BROCHURE	200.00		WLACVB		D N	PREPAID EXPENSES 208.128000
FABRIC SOURCE LLC 00796 34913 11/28/12 CHRISTMAS LIGHTS	128.25		INV0087991		D N	GENERAL SUPPLIES 207.45001.0229

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FAT FREDDY'S MUSIC 34914 11/28/12	002342 SOUND SYSTEM RENTAL	100.00		111712		D N RENTS	207.45001.0440
FISCHER/BETH 34915 11/28/12	002484 OFFICE SUPPLIES MILEAGE 9/25-11/26/12	42.51 796.43 838.94 838.94		112712 112712 *CHECK TOTAL		D M 07 OFFICE SUPPLIES D M 07 TRAVEL-CONF.-SCH	208.45005.0220 208.45005.0333
	VENDOR TOTAL						
FREEMAN/LE ANNE 34916 11/28/12	000937 SPECIAL EVENT SUPPLIES	10.28		111912		D N GENERAL SUPPLIES	101.45432.0229
34916 11/28/12	SPECIAL EVENT SUPPLIES	10.98		111912		D N GENERAL SUPPLIES	101.45432.0229
34916 11/28/12	DRIVER CLASS SUPPLIES	12.97		111912		D N GENERAL SUPPLIES	101.45435.0229
	VENDOR TOTAL	34.23 34.23		*CHECK TOTAL			
G & K SERVICES 34917 11/28/12	002465 CLEANING SERVICES	51.46		1007310767		D N CLEANING AND WAS	101.43430.0338
GENERAL MAILING SERVICES 34918 11/28/12	000293 POSTAGE	6.00		7631		D N POSTAGE	101.41400.0223
34918 11/28/12	POSTAGE	45.50		7631		D N POSTAGE	101.41401.0223
34918 11/28/12	POSTAGE	10.95		7631		D N POSTAGE	101.41402.0223
34918 11/28/12	POSTAGE	10.45		7631		D N POSTAGE	101.41403.0223
34918 11/28/12	POSTAGE	1.60		7631		D N POSTAGE	101.41404.0223
34918 11/28/12	POSTAGE	2.20		7631		D N POSTAGE	101.41405.0223
34918 11/28/12	POSTAGE	15.00		7631		D N POSTAGE	101.41408.0223
34918 11/28/12	POSTAGE	3.85		7631		D N POSTAGE	101.41428.0223
34918 11/28/12	POSTAGE	2.20		7631		D N POSTAGE	101.42411.0223
34918 11/28/12	POSTAGE	1.65		7631		D N POSTAGE	101.42412.0223
34918 11/28/12	POSTAGE	4.00		7631		D N POSTAGE	101.43417.0223
34918 11/28/12	POSTAGE	2.75		7631		D N POSTAGE	101.43425.0223
34918 11/28/12	POSTAGE	9.90		7631		D N POSTAGE	101.43430.0223
34918 11/28/12	POSTAGE	0.55		7631		D N POSTAGE	101.45432.0223
34918 11/28/12	POSTAGE	2.75		7631		D N POSTAGE	101.45435.0223
34918 11/28/12	POSTAGE	1.98		7631		D N POSTAGE	208.45005.0223
34918 11/28/12	POSTAGE	1.32		7631		D N POSTAGE	651.48471.0223
34918 11/28/12	UPS CHARGES	18.22		7683		D N POSTAGE	651.48475.0223
34918 11/28/12	SPEEDEE/POSTAGE	82.05		7683		D N POSTAGE	101.41401.0223
34918 11/28/12	SPEEDEE/DELIVERY	7.87		7734		D N POSTAGE	101.42411.0223
34918 11/28/12	POSTAGE	5.37		7734		D N POSTAGE	101.41401.0223
34918 11/28/12	POSTAGE	61.40		7734		D N POSTAGE	101.41402.0223
34918 11/28/12	POSTAGE	73.70		7734		D N POSTAGE	101.41403.0223
34918 11/28/12	POSTAGE	12.65		7734		D N POSTAGE	101.41404.0223
34918 11/28/12	POSTAGE	1.35		7734		D N POSTAGE	101.41405.0223
34918 11/28/12	POSTAGE	15.00		7734		D N POSTAGE	101.41408.0223
34918 11/28/12	POSTAGE	1.65		7734		D N POSTAGE	101.41428.0223

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GENERAL MAILING SERVICES	000293						
34918 11/28/12	POSTAGE 11/05 - 11/09/12	3.50		7734		POSTAGE	101.43417.0223
34918 11/28/12	POSTAGE 11/05 - 11/09/12	6.00		7734		POSTAGE	101.43425.0223
34918 11/28/12	POSTAGE 11/05 - 11/09/12	1.65		7734		POSTAGE	101.43430.0223
34918 11/28/12	POSTAGE 11/05 - 11/09/12	2.20		7734		POSTAGE	101.45432.0223
34918 11/28/12	POSTAGE 11/05 - 11/09/12	7.95		7734		POSTAGE	101.48474.0223
34918 11/28/12	POSTAGE 11/05 - 11/09/12	0.33		7734		POSTAGE	651.48475.0223
34918 11/28/12	POSTAGE 11/05 - 11/09/12	0.22		7734		POSTAGE	651.48475.0223
34918 11/28/12	POSTAGE 11/05 - 11/09/12	79.90		7800		POSTAGE	101.41401.0223
34918 11/28/12	POSTAGE 11/12 - 11/16/12	19.25		7800		POSTAGE	101.41402.0223
34918 11/28/12	POSTAGE 11/12 - 11/16/12	7.85		7800		POSTAGE	101.41403.0223
34918 11/28/12	POSTAGE 11/12 - 11/16/12	69.55		7800		POSTAGE	101.41404.0223
34918 11/28/12	POSTAGE 11/12 - 11/16/12	1.10		7800		POSTAGE	101.41405.0223
34918 11/28/12	POSTAGE 11/12 - 11/16/12	15.00		7800		POSTAGE	101.41408.0223
34918 11/28/12	POSTAGE 11/12 - 11/16/12	6.05		7800		POSTAGE	101.43417.0223
34918 11/28/12	POSTAGE 11/12 - 11/16/12	4.05		7800		POSTAGE	101.43425.0223
34918 11/28/12	POSTAGE 11/12 - 11/16/12	0.55		7800		POSTAGE	101.43430.0223
34918 11/28/12	POSTAGE 11/12 - 11/16/12	5.50		7800		POSTAGE	101.45432.0223
34918 11/28/12	POSTAGE 11/12 - 11/16/12	0.55		7800		POSTAGE	101.45433.0223
34918 11/28/12	POSTAGE 11/12 - 11/16/12	6.25		7800		POSTAGE	208.45005.0223
34918 11/28/12	POSTAGE 11/12 - 11/16/12	0.33		7800		POSTAGE	651.48474.0223
34918 11/28/12	POSTAGE 11/12 - 11/16/12	0.22		7800		POSTAGE	651.48475.0223
34918 11/28/12	POSTAGE 11/12 - 11/16/12	648.91					
	VENDOR TOTAL	648.91		*CHECK TOTAL			
GRAINGER INC	000786						
34919 11/28/12	NOZZLES/HOSES	56.72		9969200758		SMALL TOOLS	651.48474.0221
34919 11/28/12	NOZZLES/HOSES	37.80		9969200758		SMALL TOOLS	651.48475.0221
34919 11/28/12	AIR FILTERS-HVAC	62.10		9969200766		MTCE. OF EQUIPME	651.48474.0224
34919 11/28/12	AIR FILTERS-HVAC	41.40		9969200766		MTCE. OF EQUIPME	651.48475.0224
34919 11/28/12	AIR FILTERS-HVAC	198.02					
	VENDOR TOTAL	198.02		*CHECK TOTAL			
GREEN MILL	001985						
34920 11/28/12	ROOM RENTAL	150.00		8011		RENTS	101.41424.0440
GURLEY'S FOODS	001711						
34921 11/28/12	2ND 1/2 2012 TAX ABTMN	2,187.00		112112		REFUNDS AND REIM	101.41428.0882
HACH COMPANY	000316						
34922 11/28/12	LAB SUPPLIES	268.27		8035186		GENERAL SUPPLIES	651.48474.0229
34922 11/28/12	LAB SUPPLIES	178.84		8035186		GENERAL SUPPLIES	651.48475.0229
34922 11/28/12	LAB SUPPLIES	447.11					
	VENDOR TOTAL	447.11		*CHECK TOTAL			
HARDWARE HANK EXPRESS	000452						
34923 11/28/12	FLTRS-AIR HANDLING UNIT	17.09		100112		MTCE. OF STRUCTU	101.41408.0225
34923 11/28/12	MISCELLANEOUS SUPPLIES	3.84		100112		GENERAL SUPPLIES	101.45427.0229

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HARDWARE HANK EXPRESS		000452		CLEANING SUPPLIES		4.26		100312		CLEANING AND WAS		101.45427.0228
34923 11/28/12		11/28/12		BATTERIES		3.73		100312		GENERAL SUPPLIES		101.45427.0229
34923 11/28/12		11/28/12		THERMOSTAT BATTERIES		35.34		100912		MICE. OF STRUCTU		101.41408.0225
34923 11/28/12		11/28/12		BASKETBALL HOOP REPAIR		7.47		100912		MICE. OF EQUIPME		101.45427.0224
34923 11/28/12		11/28/12		BATTERIES		32.04		101012		GENERAL SUPPLIES		207.45001.0229
34923 11/28/12		11/28/12		BATTERIES		23.28		101212		GENERAL SUPPLIES		101.41409.0229
34923 11/28/12		11/28/12		DISPOSABLE GLOVES		14.42		101212		GENERAL SUPPLIES		101.45427.0225
34923 11/28/12		11/28/12		PLUMBING PARTS		7.47		101512		MICE. OF STRUCTU		101.45437.0229
34923 11/28/12		11/28/12		POOL SUPPLIES		4.26		101712		GENERAL SUPPLIES		101.45001.0229
34923 11/28/12		11/28/12		TOILET TISSUE/HAND TWS		48.99		102212		MICE. OF STRUCTU		101.41408.0225
34923 11/28/12		11/28/12		THERMOSTAT BATTERIES		33.11		102212		GENERAL SUPPLIES		101.45432.0229
34923 11/28/12		11/28/12		BATTERIES		16.02		102312		GENERAL SUPPLIES		101.45432.0229
34923 11/28/12		11/28/12		THERMOSTAT SUPPLIES		63.29		102312		GENERAL SUPPLIES		101.45435.0229
34923 11/28/12		11/28/12		SPECIAL EVENT SUPPLIES		57.64		102712		GENERAL SUPPLIES		101.45435.0229
34923 11/28/12		11/28/12		BATTERIES		27.77		103012		GENERAL SUPPLIES		207.45001.0229
34923 11/28/12		11/28/12		SPECIAL EVENT SUPPLIES		5.33		103012		GENERAL SUPPLIES		207.45001.0229
34923 11/28/12		11/28/12		BATTERIES		8.86		103012		GENERAL SUPPLIES		207.45001.0229
34923 11/28/12		11/28/12		AIR DUSTER		414.21		103012		GENERAL SUPPLIES		207.45001.0229
34923 11/28/12		11/28/12		VENDOR TOTAL		414.21				GENERAL SUPPLIES		651.48475.0229
HAWKINS INC		000325		FERRIC CHLORIDE		4,979.53		3404821 RI		GENERAL SUPPLIES		651.48475.0229
34924 11/28/12		11/28/12		FERRIC CHLORIDE		4,896.68		3407322 RI		GENERAL SUPPLIES		651.48475.0229
34924 11/28/12		11/28/12		VENDOR TOTAL		9,876.21				GENERAL SUPPLIES		651.48475.0229
HERITAGE BANK		000001		INVESTMENT		433,000.00		111512		INVESTMENTS		101.109000
34881 11/15/12		11/15/12		INVESTMENT		50,000.00		111512		INVESTMENTS		207.109000
34881 11/15/12		11/15/12		INVESTMENT		190,000.00		111512		INVESTMENTS		220.109000
34881 11/15/12		11/15/12		INVESTMENT		1,000.00		111512		INVESTMENTS		234.109000
34881 11/15/12		11/15/12		INVESTMENT		1,000.00		111512		INVESTMENTS		295.109000
34881 11/15/12		11/15/12		INVESTMENT		1,000.00		111512		INVESTMENTS		302.109000
34881 11/15/12		11/15/12		INVESTMENT		1,000.00		111512		INVESTMENTS		307.109000
34881 11/15/12		11/15/12		INVESTMENT		11,000.00		111512		INVESTMENTS		310.109000
34881 11/15/12		11/15/12		INVESTMENT		60,000.00		111512		INVESTMENTS		311.109000
34881 11/15/12		11/15/12		INVESTMENT		240,000.00		111512		INVESTMENTS		312.109000
34881 11/15/12		11/15/12		INVESTMENT		900,000.00		111512		INVESTMENTS		327.109000
34881 11/15/12		11/15/12		INVESTMENT		1,900,000.00		111512		INVESTMENTS		350.109000
34881 11/15/12		11/15/12		INVESTMENT		1,900,000.00		111512		INVESTMENTS		450.109000
34881 11/15/12		11/15/12		VENDOR TOTAL						CLEANING AND WAS		101.43425.0338
HOFFMAN FILTER SERVICE		000335		FILTER RECYCLING		50.00		62276		GENERAL SUPPLIES		651.48475.0229
34925 11/28/12		11/28/12		MAGNESIUM HYDROXIDE		8,952.80		01542297		GENERAL SUPPLIES		651.48475.0229

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			IAFC MEMBERSHIP RENEWAL 001337 34927 11/28/12 MEMBERSHIP DUES			204.00		81826		D N	PREPAID EXPENSES	101.128000
			ITINERARIES MIDWEST 002388 34928 11/28/12 ADVERTISING 34928 11/28/12 ADVERTISING			1,500.00 1,500.00 3,000.00 3,000.00		2012/560 2012/560 *CHECK TOTAL		D N D N	PREPAID EXPENSES PREPAID EXPENSES	208.128000 208.128000
			K M FIRE PUMP SPECIALIST 000371 34929 11/28/12 #885700 REPAIR-PARTS 34929 11/28/12 #885700 REPAIR-LABOR			310.50 487.50 798.00 798.00		5759 5759 *CHECK TOTAL		D M 07 D M 07	MTCE. OF EQUIPME MTCE. OF EQUIPME	101.42412.0224 101.42412.0334
			KANDIYOHI CO PUBLIC HEAL 000378 34930 11/28/12 IMMUNIZATIONS			375.00		919		D N	SUBSISTENCE OF P	101.42412.0337
			KANDIYOHI CO RECYCLING A 002296 34931 11/28/12 LAMP RECYCLING			45.50		111312		D N	CLEANING AND WAS	101.45433.0338
			KANDIYOHI CO-OP ELECTRIC 000375 34932 11/28/12 WELCOME TO WILLMAR SIGN 34932 11/28/12 WELCOME TO WILLMAR SIGN 34932 11/28/12 CO RD 23/HWY 71 BYPASS 34932 11/28/12 ELEC SERV-LIFT STATIONS 34932 11/28/12 ABBOTT DR LIFT STATION 34932 11/28/12 ELEC SERV-SECURITY LIGHT 34932 11/28/12 ELEC SERV-SECURITY LIGHT			112.00 51.24 131.00 710.00 73.00 15.50 1,108.24 1,108.24		STMT/11-12 STMT/11-12 STMT/11-12 STMT/11-12 STMT/11-12 STMT/11-12 *CHECK TOTAL		D N D N D N D N D N D N	UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES	101.43425.0332 101.43425.0332 101.43425.0332 651.48476.0332 651.48476.0332 651.48476.0332 651.48479.0332
			KLEIST/LANE .01942 34884 11/21/12 TOURNAMENT PRIZE WINNING			130.00		062912		D N	REFUNDS AND REIM	101.41428.0882
			KRIS PREMIUM PRODUCTS I 002122 34933 11/28/12 COOLING TOWER TREATMEN 34933 11/28/12 COOLING TOWER TREATMENT			1,220.76 1,199.86 1,420.62 1,420.62		125395 125472 *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	101.45433.0229 101.45433.0229
			LAKESIDE PRESS 001646 34934 11/28/12 5,000 WINDOW ENVELOPES 34934 11/28/12 5,000 REGULAR ENVELOPES			337.72 322.23 659.95 659.95		2118 2118 *CHECK TOTAL		D N D N	OFFICE SUPPLIES OFFICE SUPPLIES	101.41403.0220 741.48001.0220
			LEAGUE OF MN CITIES INS 000983 34935 11/28/12 MUNICIPALITY INSURANCE			383.50		41979		D N	PREPAID EXPENSES	816.128000

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MADISON NATIONAL LIFE 34940 11/28/12 LTD PREMIUM-DECEMBER 002249	58.94		197		EMPLOYER INSUR.	101.41405.0114
34940 11/28/12 LTD PREMIUM-DECEMBER	7.76		197		EMPLOYER INSUR.	101.41408.0114
34940 11/28/12 LTD PREMIUM-DECEMBER	27.70		197		EMPLOYER INSUR.	101.41409.0114
34940 11/28/12 LTD PREMIUM-DECEMBER	4.05		197		EMPLOYER INSUR.	101.41424.0114
34940 11/28/12 LTD PREMIUM-DECEMBER	567.04		197		EMPLOYER INSUR.	101.42411.0114
34940 11/28/12 LTD PREMIUM-DECEMBER	19.39		197		EMPLOYER INSUR.	101.42412.0114
34940 11/28/12 LTD PREMIUM-DECEMBER	33.79		197		EMPLOYER INSUR.	101.43417.0114
34940 11/28/12 LTD PREMIUM-DECEMBER	265.43		197		EMPLOYER INSUR.	101.43425.0114
34940 11/28/12 LTD PREMIUM-DECEMBER	26.54		197		EMPLOYER INSUR.	101.45432.0114
34940 11/28/12 LTD PREMIUM-DECEMBER	42.06		197		EMPLOYER INSUR.	101.45433.0114
34940 11/28/12 LTD PREMIUM-DECEMBER	6.45		197		EMPLOYER INSUR.	101.45437.0114
34940 11/28/12 LTD PREMIUM-DECEMBER	13.48		197		EMPLOYER INSUR.	207.45001.0114
34940 11/28/12 LTD PREMIUM-DECEMBER	120.32		197		EMPLOYER INSUR.	651.48485.0114
34940 11/28/12 LTD PREMIUM-DECEMBER	12.90		197		EMPLOYER INSUR.	651.48486.0114
34940 11/28/12 LTD PREMIUM-DECEMBER	13.48		197		EMPLOYER INSUR.	
1,410.28		*CHECK TOTAL				
1,410.28						
VENDOR TOTAL						
MAGNUSON SHEET METAL INC 001121						
34941 11/28/12 FURNACE REPAIR-PARTS	32.50		118839		MTCE. OF STRUCTU	101.42412.0225
34941 11/28/12 FURNACE REPAIR-LABOR	50.00		118839		MTCE. OF STRUCTU	101.42412.0335
34941 11/28/12 FURNACE REPAIR-PARTS	122.10		118840		MTCE. OF STRUCTU	101.43425.0225
34941 11/28/12 RADIANT HTR REPAIR-LABOR	120.00		118840		MTCE. OF STRUCTU	101.43425.0335
34941 11/28/12 RADIANT HTR REPAIR-LABOR	324.60		118840			
324.60		*CHECK TOTAL				
VENDOR TOTAL						
MENARDS 000449						
34942 11/28/12 SWIVEL RATCHET	8.33		7538		SMALL TOOLS	651.48474.0221
34942 11/28/12 SWIVEL RATCHET	5.55		7538		SMALL TOOLS	651.48475.0221
34942 11/28/12 DOOR REPAIR-PARTS	56.37		7661		MTCE. OF STRUCTU	101.45433.0225
34942 11/28/12 WALL PROJECT-PARTS	108.63		7750		MTCE. OF STRUCTU	101.45433.0225
178.88		*CHECK TOTAL				
178.88						
VENDOR TOTAL						
MES - MIDAM 002918						
34943 11/28/12 FIREFIGHTER BOOTS	3,725.84		00359993 SNV		SUBSISTENCE OF P	101.42412.0227
MILLS AUTOMOTIVE GROUP 000432						
34944 11/28/12 #992667-SEAL/BRAKE PARTS	93.34		1921932		MTCE. OF EQUIPME	101.43425.0224
34944 11/28/12 #992667-SEAT PAD	224.08		1921940		MTCE. OF EQUIPME	101.43425.0224
34944 11/28/12 #992667-SEAT COVER	180.34		1921961		MTCE. OF EQUIPME	101.43425.0224
34944 11/28/12 SEAT COVERS	360.69		1924503		INVENTORIES-MDSE	101.125000
34944 11/28/12 SEAT ASSEMBLY	151.83CR		2126079		INVENTORIES-MDSE	101.125000
706.62		*CHECK TOTAL				
706.62						
VENDOR TOTAL						
MINNEAPOLIS FINANCE DEPA 000466						
34945 11/28/12 PROFESSIONAL SERVICES	154.20		400413003373		PROFESSIONAL SER	101.42411.0446

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F S 9 BX M ACCOUNT NAME ACCOUNT

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	PREPAID EXPENSES	101.128000
MN DEPT OF AGRICULTURE 34946 11/28/12 2013	TREE CARE REGISTRY 000487	25.00		112712			
MN DEPT OF REVENUE 181 11/16/12	FUEL LICENSE RENEWAL 000492	25.00		STMT/10-12			
181 11/16/12	SALES TAX-OCTOBER	366.00		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	0.56CR		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	0.13CR		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	0.62CR		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	0.04CR		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	282.23		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	205.73		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	12.07		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	8.08		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	12.00		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	376.89		STMT/10-12			
181 11/16/12	DIESEL FUEL TAX-OCTOBER	110.10		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	2.75		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	40.61		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	0.92		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	53.58		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	1,335.58		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	19.40		STMT/10-12			
181 11/16/12	USE TAX-OCTOBER	61.57		STMT/10-12			
181 11/16/12	DIESEL FUEL TAX-OCTOBER	82.16		STMT/10-12			
181 11/16/12	DIESEL FUEL TAX-OCTOBER	82.16		STMT/10-12			
181 11/16/12	DIESEL FUEL TAX-OCTOBER	3,075.78		STMT/10-12			
181 11/16/12	DIESEL FUEL TAX-OCTOBER	3,075.78		STMT/10-12			
VENDOR TOTAL				*CHECK TOTAL			
MN DEPT OF TRANSPORTATIO 34947 11/28/12	MATERIAL SAMPLE TESTS 000497	241.69		P00001157		OTHER SERVICES	412.48451.0339
MN DEPT OF TRANSPORTATIO 34947 11/28/12	MATERIAL SAMPLE TESTS 000538	399.00		4740728		OTHER CHARGES	208.45008.0449
MN DEPT OF TRANSPORTATIO 34948 11/28/12	FISCHER-FALL CONFERENCE 000544	149.00		631800		PROFESSIONAL SER	651.48475.0446
MN DEPT OF TRANSPORTATIO 34949 11/28/12	PROFESSIONAL SERVICES 000544	117.00		632090		PROFESSIONAL SER	651.48475.0446
MN DEPT OF TRANSPORTATIO 34949 11/28/12	PROFESSIONAL SERVICES 000544	78.00		632090		PROFESSIONAL SER	651.48475.0446
MN DEPT OF TRANSPORTATIO 34949 11/28/12	PROFESSIONAL SERVICES 000544	70.20		632098		PROFESSIONAL SER	651.48475.0446
MN DEPT OF TRANSPORTATIO 34949 11/28/12	PROFESSIONAL SERVICES 000544	46.80		632098		PROFESSIONAL SER	651.48475.0446
MN DEPT OF TRANSPORTATIO 34949 11/28/12	PROFESSIONAL SERVICES 000544	63.00		633039		PROFESSIONAL SER	651.48475.0446
MN DEPT OF TRANSPORTATIO 34949 11/28/12	PROFESSIONAL SERVICES 000544	524.00		*CHECK TOTAL			
MN DEPT OF TRANSPORTATIO 34949 11/28/12	PROFESSIONAL SERVICES 000544	524.00					
VENDOR TOTAL							
MN DEPT OF TRANSPORTATIO 34950 11/28/12	THOMPSON-MBRSHIP DUES 000545	9.00		110312		PREPAID EXPENSES	651.128000
MN DEPT OF TRANSPORTATIO 34950 11/28/12	THOMPSON-MBRSHIP DUES 000545	6.00		110312		PREPAID EXPENSES	651.128000

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ACS FINANCIAL SYSTEM 11/28/2012 14:29:31	VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE		
	WMOA 34950 11/28/12 MARCUS-MEMBERSHIP DUES 000545	9.00	112612	D N	PREPAID EXPENSES 651.128000
	34950 11/28/12 MARCUS-MEMBERSHIP DUES	6.00	112612	D N	PREPAID EXPENSES 651.128000
	34950 11/28/12 MARCUS-MEMBERSHIP DUES	30.00	*CHECK TOTAL		
	VENDOR TOTAL	45.00			
	WMOA 34951 11/28/12 LINDAHL-MEETING REGIS. 001466	12.00	112812	D N	TRAVEL-CONF.-SCH 651.48474.0333
	34951 11/28/12 LINDAHL-MEETING REGIS.	8.00	112812	D N	TRAVEL-CONF.-SCH 651.48475.0333
	34951 11/28/12 LINDAHL-MEETING REGIS.	20.00	*CHECK TOTAL		
	VENDOR TOTAL	40.00			
	NARTEC INC 34952 11/28/12 EVIDENCE SUPPLIES 002884	161.50	6389	D N	GENERAL SUPPLIES 101.42411.0229
	34952 11/28/12 EVIDENCE SUPPLIES	118.31	313241		
	34952 11/28/12 EVIDENCE SUPPLIES	78.87	313241	D N	GENERAL SUPPLIES 651.48474.0229
	NCL OF WISCONSIN INC 34953 11/28/12 LAB SUPPLIES 001627	197.18	*CHECK TOTAL	D N	GENERAL SUPPLIES 651.48475.0229
	34953 11/28/12 LAB SUPPLIES	197.18			
	VENDOR TOTAL	379.66			
	NEXTEL COMMUNICATION	59.09	317498885-054	D N	COMMUNICATIONS 101.41400.0330
	34954 11/28/12 CELLULAR PHONE USAGE 000578	59.09	317498885-054	D N	COMMUNICATIONS 101.41402.0330
	34954 11/28/12 CELLULAR PHONE USAGE	59.09	317498885-054	D N	COMMUNICATIONS 101.41403.0330
	34954 11/28/12 CELLULAR PHONE USAGE	66.79	317498885-054	D N	COMMUNICATIONS 101.41405.0330
	34954 11/28/12 CELLULAR PHONE USAGE	118.18	317498885-054	D N	COMMUNICATIONS 101.41409.0330
	34954 11/28/12 CELLULAR PHONE USAGE	358.12	317498885-054	D N	COMMUNICATIONS 101.42411.0330
	34954 11/28/12 CELLULAR PHONE USAGE	158.22	317498885-054	D N	COMMUNICATIONS 101.42412.0330
	34954 11/28/12 CELLULAR PHONE USAGE	39.59	317498885-054	D N	COMMUNICATIONS 101.43417.0330
	34954 11/28/12 CELLULAR PHONE USAGE	118.18	317498885-054	D N	COMMUNICATIONS 101.43425.0330
	34954 11/28/12 CELLULAR PHONE USAGE	21.76	317498885-054	D N	COMMUNICATIONS 101.45432.0330
	34954 11/28/12 CELLULAR PHONE USAGE	13.97	317498885-054	D N	COMMUNICATIONS 101.45433.0330
	34954 11/28/12 CELLULAR PHONE USAGE	59.09	317498885-054	D N	COMMUNICATIONS 101.45433.0330
	34954 11/28/12 CELLULAR PHONE USAGE	29.94	317498885-054	D N	COMMUNICATIONS 207.45001.0330
	34954 11/28/12 CELLULAR PHONE USAGE	19.96	317498885-054	D N	COMMUNICATIONS 651.48474.0330
	34954 11/28/12 CELLULAR PHONE USAGE	8.66	317498885-054	D N	COMMUNICATIONS 651.48475.0330
	34954 11/28/12 CELLULAR PHONE USAGE	1,189.73	*CHECK TOTAL	D N	COMMUNICATIONS 651.48476.0330
	VENDOR TOTAL	1,189.73			
	OFFICE SERVICES 34955 11/28/12 OFFICE SUPPLIES-OCT/NOV 000589	20.28	STMT/11-12	D N	OFFICE SUPPLIES 101.41400.0220
	34955 11/28/12 OFFICE SUPPLIES-OCT/NOV	122.25	STMT/11-12	D N	OFFICE SUPPLIES 101.41401.0220
	34955 11/28/12 OFFICE SUPPLIES-OCT/NOV	1,045.13	STMT/11-12	D N	OFFICE SUPPLIES 101.41401.0220
	34955 11/28/12 PHOTO COPIES-NOVEMBER	1,132.56	STMT/11-12	D N	OFFICE SUPPLIES 101.41402.0220
	34955 11/28/12 PHOTO COPIES-NOVEMBER	174.39	STMT/11-12	D N	OFFICE SUPPLIES 101.41402.0220
	34955 11/28/12 PHOTO COPIES-NOVEMBER	134.63	STMT/11-12	D N	OFFICE SUPPLIES 101.41402.0220
	34955 11/28/12 PHOTO COPIES-NOVEMBER	81.93	STMT/11-12	D N	OFFICE SUPPLIES 101.41402.0220
	34955 11/28/12 PHOTO COPIES-NOVEMBER				

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
OFFICE SERVICES 000589								
34955 11/28/12	OFFICE SUPPLIES-OCT/NOV	30.57		STMT/11-12		D N	OFFICE SUPPLIES	101.41403.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	26.85		STMT/11-12		D N	OFFICE SUPPLIES	101.41403.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	94.42		STMT/11-12		D N	OFFICE SUPPLIES	101.41403.0220
34955 11/28/12	OFFICE SUPPLIES-OCT/NOV	70.03		STMT/11-12		D N	OFFICE SUPPLIES	101.41404.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	120.30		STMT/11-12		D N	OFFICE SUPPLIES	101.41404.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	172.16		STMT/11-12		D N	OFFICE SUPPLIES	101.41404.0220
34955 11/28/12	OFFICE SUPPLIES-OCT/NOV	54.75		STMT/11-12		D N	OFFICE SUPPLIES	101.41405.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	32.93		STMT/11-12		D N	OFFICE SUPPLIES	101.41405.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	13.10		STMT/11-12		D N	OFFICE SUPPLIES	101.41405.0220
34955 11/28/12	OFFICE SUPPLIES-OCT/NOV	21.88		STMT/11-12		D N	OFFICE SUPPLIES	101.41408.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	3.90		STMT/11-12		D N	OFFICE SUPPLIES	101.41409.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	5.68		STMT/11-12		D N	OFFICE SUPPLIES	101.41409.0220
34955 11/28/12	OFFICE SUPPLIES-OCT/NOV	25.35		STMT/11-12		D N	OFFICE SUPPLIES	101.43417.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	82.88		STMT/11-12		D N	OFFICE SUPPLIES	101.43417.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	47.13		STMT/11-12		D N	OFFICE SUPPLIES	101.43417.0220
34955 11/28/12	OFFICE SUPPLIES-OCT/NOV	38.05		STMT/11-12		D N	OFFICE SUPPLIES	101.43425.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	12.30		STMT/11-12		D N	OFFICE SUPPLIES	101.43425.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	6.92		STMT/11-12		D N	OFFICE SUPPLIES	101.43425.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	0.08		STMT/11-12		D N	OFFICE SUPPLIES	101.43430.0220
34955 11/28/12	OFFICE SUPPLIES-OCT/NOV	12.88		STMT/11-12		D N	OFFICE SUPPLIES	101.43430.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	45.15		STMT/11-12		D N	OFFICE SUPPLIES	101.45432.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	20.12		STMT/11-12		D N	OFFICE SUPPLIES	101.45432.0220
34955 11/28/12	OFFICE SUPPLIES-OCT/NOV	93.49		STMT/11-12		D N	OFFICE SUPPLIES	101.45435.0220
34955 11/28/12	OFFICE SUPPLIES-OCT/NOV	5.00		STMT/11-12		D N	OFFICE SUPPLIES	101.45435.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	1.88		STMT/11-12		D N	OFFICE SUPPLIES	207.45001.0220
34955 11/28/12	OFFICE SUPPLIES-OCT/NOV	0.56		STMT/11-12		D N	OFFICE SUPPLIES	409.48451.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	10.76		STMT/11-12		D N	OFFICE SUPPLIES	651.48474.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	54.61		STMT/11-12		D N	OFFICE SUPPLIES	651.48474.0220
34955 11/28/12	OFFICE SUPPLIES-OCT/NOV	0.37		STMT/11-12		D N	OFFICE SUPPLIES	651.48475.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	7.17		STMT/11-12		D N	OFFICE SUPPLIES	651.48475.0220
34955 11/28/12	PHOTO COPIES-NOVEMBER	36.41		STMT/11-12		D N	OFFICE SUPPLIES	651.48475.0220
	VENDOR TOTAL	2,858.85		*CHECK TOTAL				
		2,858.85						
OUTDOOR NETWORK 002865								
34956 11/28/12	SNOWTRACKS.COM AD	250.00		1704		D M 07	PREPAID EXPENSES	208.128000
34956 11/28/12	SNOWTRACKS.COM AD	250.00		1704		D M 07	PREPAID EXPENSES	208.128000
	VENDOR TOTAL	500.00		*CHECK TOTAL				
		500.00						
PEST PRO II 001968								
34957 11/28/12	PROFESSIONAL SERVICES	38.48		12674		D N	PROFESSIONAL SER	101.45435.0446
PIONEERLAND LIBRARY SYST 000614								
34958 11/28/12	4TH QTR OPERATIONAL B	91,546.75		111312		D N	OTHER CHARGES	101.45426.0449
PLUMBING & HEATING OF WI 000618								
34959 11/28/12	OUTSIDE HYDRANT REPAIR	11.94		15324		D N	MTCE. OF OTHER I	101.45435.0226

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
PLUMBING & HEATING OF WI 000618 34959 11/28/12 OUTSIDE HYDRANT REPAIR	70.00		15324		D N	MTCE. OF OTHER I	101.45435.0336
VENDOR TOTAL	81.94	*CHECK TOTAL					
RICOH USA INC 002101 34960 11/28/12 COPIER LEASE AGRMT	675.45		88081889		D N	RENTS	741.48001.0440
RICOH USA INC 002951 34961 11/28/12 COPIER MTCE CHARGE	321.08		5024204405		D N	MTCE. OF EQUIPME	741.48001.0334
RULE TIRE SHOP 000665 34962 11/28/12 JD LOADER TIRE REPAIR	12.29		57138		D N	MTCE. OF EQUIPME	101.43425.0224
34962 11/28/12 JD LOADER TIRE REPAIR	45.00		57138		D N	MTCE. OF EQUIPME	101.43425.0334
34962 11/28/12 JD LOADER TIRE REPAIR	12.29		57167		D N	MTCE. OF EQUIPME	101.43425.0224
34962 11/28/12 JD LOADER TIRE REPAIR	45.00		57167		D N	MTCE. OF EQUIPME	101.43425.0334
34962 11/28/12 TIRE TUBES FOR KUBOTA	36.32		57245		D N	MTCE. OF EQUIPME	101.43425.0224
VENDOR TOTAL	150.90	*CHECK TOTAL					
SAFARILAND LLC .01944 34963 11/28/12 EVIDENCE BAGS	72.03		I12-143700		D N	GENERAL SUPPLIES	101.42411.0229
SCHAEFFER MFG CO 001122 34964 11/28/12 FUEL ADDITIVE	1,554.76		EC2179-INV1		D N	INVENTORIES-MDSE	101.125000
SCOTT SWANSON'S EQUIPMEN 000683 34965 11/28/12 50' 3/8" HOSE	62.66		38033		D N	MTCE. OF EQUIPME	651.48474.0224
34965 11/28/12 50' 3/8" HOSE	41.76		38033		D N	MTCE. OF EQUIPME	651.48475.0224
VENDOR TOTAL	104.42	*CHECK TOTAL					
SECUNIA 002989 34966 11/28/12 SOFTWARE LICENSE	850.00		12664		D N	PREPAID EXPENSES	101.128000
34966 11/28/12 SOFTWARE LICENSE	150.00		12664		D N	LICENSES AND TAX	101.41409.0445
VENDOR TOTAL	1,000.00	*CHECK TOTAL					
SERVICE CENTER/CITY OF W 000685 34967 11/28/12 EQUIPMENT REPAIR-OIL	30.60		STMT/11-12		D N	MOTOR FUELS AND	101.41408.0222
34967 11/28/12 EQUIPMENT REPAIR-PARTS	74.68		STMT/11-12		D N	MTCE. OF EQUIPME	101.41408.0224
34967 11/28/12 EQUIPMENT REPAIR-OIL	8.50		STMT/11-12		D N	MOTOR FUELS AND	101.42411.0222
34967 11/28/12 EQUIPMENT REPAIR-PARTS	247.92		STMT/11-12		D N	MTCE. OF EQUIPME	101.42411.0224
34967 11/28/12 EQUIPMENT REPAIR-OIL	147.05		STMT/11-12		D N	MOTOR FUELS AND	101.42412.0222
34967 11/28/12 EQUIPMENT REPAIR-PARTS	191.14		STMT/11-12		D N	MTCE. OF EQUIPME	101.42412.0224
34967 11/28/12 EQUIPMENT REPAIR-OIL	105.55		STMT/11-12		D N	MOTOR FUELS AND	101.43425.0222
34967 11/28/12 EQUIPMENT REPAIR-PARTS	2,740.58		STMT/11-12		D N	MTCE. OF EQUIPME	101.43425.0224
34967 11/28/12 EQUIPMENT REPAIR-OIL	1.70		STMT/11-12		D N	MOTOR FUELS AND	101.43430.0222
VENDOR TOTAL	3,547.72	*CHECK TOTAL					

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STAR TRIBUNE 34968 11/28/12 34968 11/28/12	000710 SUBSCRIPTION RENEWAL SUBSCRIPTION RENEWAL	61.53 30.77 92.30 92.30		112812 112812 *CHECK TOTAL		D N D N	PREPAID EXPENSES 101.128000 SUBSCRIPTIONS AN 101.41402.0443
	VENDOR TOTAL						
STATEWIDE DISTRIBUTING I 34969 11/28/12 34969 11/28/12	000718 CONCESSION SUPPLIES CLEANING SUPPLIES	116.85 29.93 146.78 146.78		095524 095592 *CHECK TOTAL		D N D N	GENERAL SUPPLIES 101.45433.0229 CLEANING AND WAS 101.43430.0228
	VENDOR TOTAL						
SURPLUS WAREHOUSE INC 34970 11/28/12 34970 11/28/12 34970 11/28/12 34970 11/28/12	000728 WRENCH SET WRENCH SET TOOL BOX REPAIR-PARTS	67.33 44.88 10.67 122.88 122.88		110512 110512 111912 *CHECK TOTAL		D N D N D N	SMALL TOOLS 651.48474.0221 SMALL TOOLS 651.48475.0221 MTCE. OF EQUIPME 101.43425.0224
	VENDOR TOTAL						
TASC 34885 11/21/12	002856 ADMIN FEE	463.00		3200163429		D N	PREPAID EXPENSES 101.128000
TDS METROCOM 34971 11/28/12 34971 11/28/12 34971 11/28/12	000758 MONTHLY SERVICE MONTHLY SERVICE	231.92 49.16 281.08 281.08		235 235 *CHECK TOTAL		D N D N D N	COMMUNICATIONS 101.42412.0330 COMMUNICATIONS 101.43425.0330
	VENDOR TOTAL						
THOMPSON/COLLEEN 34972 11/28/12 34972 11/28/12 34972 11/28/12	000948 MILEAGE 9/20-11/15/12 MILEAGE 9/20-11/15/12	299.37 199.58 498.95 498.95		111912 111912 *CHECK TOTAL		D N D N	TRAVEL-CONF.-SCH 651.48474.0333 TRAVEL-CONF.-SCH 651.48475.0333
	VENDOR TOTAL						
TOSHIBA FINANCIAL SERVIC 34973 11/28/12	000218 COPIER LEASE AGRMT	120.77		112112		D N	RENTS 101.42412.0440
UNDERTHUN/DUWAYNE 34974 11/28/12	001262 STUMP GRINDING	4,713.19		112812		D M 07	OTHER SERVICES 101.43425.0339
VIGIL/RUDY 34975 11/28/12	000951 MACTA CONFERENCE	196.61		111312		D N	TRAVEL-CONF.-SCH 207.45001.0333
WAL-MART COMMUNITY 34976 11/28/12 34976 11/28/12 34976 11/28/12 34976 11/28/12	000789 5 CAMERA BAGS SPECIAL EVENT SUPPLIES COFFEE CITY SALES TAX	85.50 72.78 21.26 1.39		102312 102512 102512 102912		D N D N D N D N	SMALL TOOLS 101.42411.0221 GENERAL SUPPLIES 101.45432.0229 SUBSISTENCE OF P 101.45435.0227 SALES TAX PAYABL 101.206000

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CITY OF WILLMAR
GL540R-V07.20 PAGE 16

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M ACCOUNT NAME	ACCOUNT
WAL-MART COMMUNITY 000789 34976 11/28/12 OFFICE SUPPLIES	141.99 322.92 322.92	102912 *CHECK TOTAL		D N OFFICE SUPPLIES	207.45001.0220
VENDOR TOTAL					
WEST CENTRAL TRIBUNE 000807 34977 11/28/12 SPEC. ASSESSMENT NOTICE	185.25	CL03045340		D N ADVERTISING	412.48451.0447
34977 11/28/12 NOTICE PUBLISHED	159.60	CL03045899		D N PRINTING AND PUB	101.41401.0331
34977 11/28/12 NOTICE PUBLISHED	34.20	CL03045900		D N PRINTING AND PUB	101.41401.0331
34977 11/28/12 ORDINANCE PUBLISHED	136.80	CL03046370		D N PRINTING AND PUB	101.41401.0331
34977 11/28/12 NOTICE PUBLISHED	25.65	CL03046372		D N PRINTING AND PUB	101.41401.0331
VENDOR TOTAL	541.50 541.50	*CHECK TOTAL			
WESTMOR FLUID SOLUTIONS 001640 34978 11/28/12 FUEL SYSTEM PARTS	1,136.07	400283		D N MTCE. OF OTHER I	101.43430.0226
WILLMAR AUTO VALUE 002689 34979 11/28/12 WRENCHES	7.49	22027657		D N SMALL TOOLS	651.48474.0221
34979 11/28/12 WRENCHES	4.99	22027657		D N SMALL TOOLS	651.48475.0221
34979 11/28/12 BELTS-AIR EXCHANGE UNITS	150.46	22028001		D N MTCE. OF STRUCTU	101.43425.0225
34979 11/28/12 LIGHTS	9.51	22028097		D N INVENTORIES-MDSE	101.125000
34979 11/28/12 OIL PRESSURE SWITCH	34.40	22028817		D N INVENTORIES-MDSE	101.125000
34979 11/28/12 WIPER BLADES	44.82	22028825		D N INVENTORIES-MDSE	101.125000
34979 11/28/12 O-RINGS/AIR CHUCKS	20.69	22029338		D N MTCE. OF EQUIPME	101.43425.0224
34979 11/28/12 LOADER TIRE AIR CHUCK	55.78	22029382		D N MTCE. OF EQUIPME	101.43425.0224
34979 11/28/12 OIL FILTER/PARTS	39.46	22029677		D N MTCE. OF EQUIPME	651.48476.0224
VENDOR TOTAL	367.60 367.60	*CHECK TOTAL			
WILLMAR DESIGN CENTER 002348 34980 11/28/12 EXPENSE REIMBURSEMENT	1,800.00	111912		D N DOWNTOWN ITEMS	101.41428.0820
WILLMAR WATER & SPAS 000831 34981 11/28/12 WTR PURIFIER RENTAL-NOV	37.41	12-11		D N RENTS	101.41408.0440
34981 11/28/12 LAB WATER	67.20	29182		D N GENERAL SUPPLIES	651.48474.0229
34981 11/28/12 LAB WATER	44.80	29182		D N GENERAL SUPPLIES	651.48475.0229
34981 11/28/12 DRINKING WATER	30.00	29207		D N SUBSISTENCE OF P	101.42412.0227
34981 11/28/12 SOFTENER SALT	9.08	29207		D N GENERAL SUPPLIES	101.42412.0229
34981 11/28/12 DRINKING WATER	7.00	29295		D N SUBSISTENCE OF P	101.41408.0227
34981 11/28/12 DRINKING WATER	8.76	29295		D N GENERAL SUPPLIES	101.41408.0229
34981 11/28/12 DRINKING WATER	12.50	29451		D N SUBSISTENCE OF P	651.48474.0227
VENDOR TOTAL	216.75 216.75	*CHECK TOTAL			
WINDSTREAM 002100 34886 11/21/12 MONTHLY SERVICE-OCT	44.95	STMT/10-12		D N COMMUNICATIONS	101.41406.0330
34886 11/21/12 MONTHLY SERVICE-OCT	379.27	STMT/10-12		D N COMMUNICATIONS	101.41408.0330

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
11/28/2012 14:29:31

VENDOR NAME AND NUMBER
CHECK# DATE DESCRIPTION

ACCOUNT
F S 9 BX M ACCOUNT NAME

PO# CLAIM INVOICE

AMOUNT
2,121,730.21

REPORT TOTALS:

RECORDS PRINTED - 000465

Vendor Payments History Report

ACS FINANCIAL SYSTEM
11/28/2012 14:29:32

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	609,068.20
207	W.R.A.C. - 8 VISITORS BUREAU	49,747.66
208	CONVENTION & SALES TAX	5,296.06
220	LOCAL OPTION SALES TAX	190,000.00
234	LIBRARY IMPROVEMENT RESERVE	1,000.00
234	LIBRARY IMPROVEMENT RESERVE	10,000.00
295	COMMUNITY INVESTMENT	1,000.00
302	D.S. - 2002 BOND	1,000.00
307	D.S. - 2007A BOND	11,000.00
310	D.S. - 2010 BOND	60,000.00
311	D.S. - 2011 BOND	2,000.00
312	D.S. - 2012 BOND	240,000.00
327	D.S. - 2007B BOND	1.88
350	RICE HOSPITAL DEBT SERVICE	426.94
409	S.A.B.F. - #2009	901,707.03
412	S.A.B.F. - #2012	36,396.68
450	CAPITAL IMPROVEMENT FUND	1,318.76
651	WASTE TREATMENT	1,757.00
741	OFFICE SERVICES	
816	BIOSCIENCE GRANT	
	TOTAL ALL FUNDS	2,121,730.21

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	2,121,730.21
	TOTAL ALL BANKS	2,121,730.21

Minnesota Lawful Gambling LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

Application fee
If application postmarked or received:
less than 30 days before the event **\$100**
more than 30 days before the event **\$50**

ORGANIZATION INFORMATION

Organization name Rocky Mountain Elk Foundation
PRAIRIE LAKES CHAPTER
Check # 1191 \$ 50.00
Previous gambling permit number X-04845-12-001

Minnesota tax ID number, if any

Federal employer ID number, if any

81-0421425

Type of nonprofit organization. Check one.

☐ Fraternal

☐ Religious

☐ Veterans

☒ Other nonprofit organization

Mailing address

12773 212th Ave NE New London MN 56273
Name of chief executive officer (CEO) Merlin K. Niss Daytime phone number 320-894-8061

State Zip Code

County

Email address

marlinniss@formatud.com

Attach a copy of ONE of the following for proof of nonprofit status.

Do not attach a sales tax exempt status or federal employer ID number as they are not proof of nonprofit status.

☐ Nonprofit Articles of Incorporation OR a current Certificate of Good Standing .

Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155
Phone: 651-296-2803

☒ IRS income tax exemption [501(c)] letter in your organization's name.
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

☐ IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:

- IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
Kandi Entertainment Center

Address (do not use PO box)

City or township

Zip Code

County

Date(s) of activity (for raffles, indicate the date of the drawing)
Feb 23rd 2013

Check the box or boxes that indicate the type of gambling activity your organization will conduct:

Bingo*

☒ Raffles

Paddlewheels*

Pull-Tabs*

Tipboards*

* Gambling equipment for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

If the gambling premises is within city limits, a city official must check the action that the city is taking on this application and sign the application.

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print city name

City of Willmar

On behalf of the city, I acknowledge this application.
Signature of city personnel receiving application

Title

City Clerk Treasurer Date *11-19-2012*

If the gambling premises is located in a township, a county official must check the action that the county is taking on this application and sign the application.
A township official is not required to sign the application.

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print county name

On behalf of the county, I acknowledge this application.
Signature of county personnel receiving application

Title

Date

(Optional) TOWNSHIP: On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166]]

Print township name

Signature of township official acknowledging application

Title

Date

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the date of our gambling activity.

Chief executive officer's signature

Mark K. Rie

Date *11-16-12*

Complete a separate application for each gambling event:

- one day of gambling activity
- two or more consecutive days of gambling activity
- each day a raffle drawing is held

Send application with:

- a copy of your proof of nonprofit status, and
 - application fee for each event
- Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MINNESOTA LAWFUL GAMBLING

6/12 Page 1 of 2

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
 - conducts lawful gambling on five or fewer days, and
 - awards less than \$50,000 in prizes during a calendar year.
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee

If application posted or received:

less than 30 days
before the event

\$100

more than 30 days
before the event

\$50

ORGANIZATION INFORMATION

Organization name

The NRA Foundation, Inc

Previous gambling permit number

Minnesota tax ID number, if any

Federal employer ID number (FEIN), if any

52-1710886

Type of nonprofit organization. Check one.

☐

Fraternal

☐

Religious

☐

Veterans

☒

Other nonprofit organization

Mailing address

11250 Waples Mill Road

City

Fairfax

State

VA

Zip code

22030

County

Fairfax

Name of chief executive officer [CEO]

Wayne Sheets

Daytime phone number

703-267-1344

E-mail address

sbudi@nrahq.org

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

☐

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.

Don't have a copy? This certificate must be obtained each year from:

Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103

Phone: 651-296-2803

☒

IRS income tax exemption [501(c)] letter in your organization's name.

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

☐

IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]

If your organization falls under a parent organization, attach copies of both of the following:

- IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.

Address [do not use PO box]

City or township

Zip code

County

Date[s] of activity. For raffles, indicate the date of the drawing.

Check each type of gambling activity that your organization will conduct.

☐ Bingo* ☐ Raffle ☐ Paddlewheels* ☐ Pull-tabs* ☐ Tipboards*

*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

CITY APPROVAL
for a gambling premises
located within city limits

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- ☐ The application is denied.

Print city name City of WillmarSignature of city personnel [Signature]Title City Clerk Treasurer Date 11-17-2012

Local unit of government must sign

COUNTY APPROVAL
for a gambling premises
located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP -If required by county. On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.
[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature [Signature]Date 11-16-12Print name Wayne Sheets

Print form and have CEO sign

Reset form

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day.

Send application with:

- a copy of your proof of nonprofit status, and
- application fee. Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Application for Appointment to City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed: (If more than one, please number in order of choice - Applications are kept on file for two years)

- ☐ Airport Commission (meets monthly)
- ☐ Community Education & Recreation Advisory Board (meets monthly)
- ☐ City/County Economic Development Operations Board (meets monthly)
- ☐ Housing and Redevelopment Authority (meets monthly)
- ☐ Municipal Utilities Commission (meets bi-monthly)
- ☐ Pioneerland Library System Board (meets monthly)
- ☐ Planning Commission (meets bi-monthly)
- ☐ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- ☒ Rice Memorial Hospital (meets bi-monthly)
- ☐ Zoning Appeals Board (meets monthly)
- ☐ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Douglas Allen Date of Application: 11-22-12
Address: 1503 3rd St NE, Willmar MN Phone No. 320-214-7969
(must be a resident of the City of Willmar)
Email: dwachancellor@gmail.com

What prompted you to make application for a citizen committee? Previous service on the Board

Briefly tell us why you want to serve on this Board/Committee/Commission:

I served on the hospital Board previously to fill out a term of a member who'd moved out of the city—that term was a little over one year at which time I was appointed for a second term, when that expired my service ended as I could not be appointed for an additional term without a break in service. I always felt that I'd just begun to understand the complexity of the hospital and the rapidly changing health care environment. I'd like to serve again because I believe with my experience I'd be a valuable member of the Board.

List any special background or experience you have which would be helpful to this Board/Committee/Commission: Previous service on the Board, 29 years of experience in higher education leadership.

List your educational background: I have a Doctorate in Educational Leadership from the University of St. Thomas and a master's degree in English from South Dakota State University as well as a bachelor's degree in Sociology from SDSU.

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

I'm a member of Willmar Rotary; I'm a member of AACC's Commission on Global Education as well as other higher education entities.

If you are employed, please provide the name and address of your employer and your position:

President, Ridgewater College—2101 15th Ave NW, Willmar, State of Minnesota

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed: (If more than one, please number in order of choice - Applications are kept on file for two years)

- _____ Airport Commission (meets monthly)
- _____ Community Education & Recreation Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- X _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Lachlan C Smith MD Date of Application: 11-26-12

Address: 291 Lake Ave So., Spitzer, St Louis Phone No. 320-249-0111
(must be a resident of the City of Willmar)

Email: lachlan@acmc.com, K.H.Lach@charter.net

What prompted you to make application for a citizen committee? I was asked

Briefly tell us why you want to serve on this Board/Committee/Commission:

serve to the medical community in which
I have been involved for over 30 years

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

Chair - RHF
past chair - Med Staff, RHF Hosp
President - United Way Chau
WACE board of Directors
Rotary - past president

List your educational background: MA - University of Iowa 1979
BA Iowa State University 1973

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

see above

If you are employed, please provide the name and address of your employer and your position:

ACMC 101 W 11th Ave

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

Willmar Lakes Area CVB Board Meeting
EBO Room of the Chamber/CVB
Minutes
Tuesday, October 16, 2012 @ 12:00 Noon

Members Present: Kevin Halliday, Ron Erpelding, Asim Siddiqui, Dave Pederson, Kevin Madsen, Cecil Meyer, Shawna Adams, Ron Fake, Dean Shuck, Janet Demuth, David Feist and Ron Christianson

Members Excused: Ken Warner, Sue Steinert and Denny Baker

Members Absent: Jim Butterfield and Todd Paffrath

Staff Present: Beth Fischer and Amber Schueler

- I. **Call to Order:** Feist called the meeting to order at 12:16 pm.
 - a. **Additions or corrections to the agenda:** No additions or corrections were made.
- II. **Approve Minutes from the September 18, 2012 Meeting:** It was MSC (m/Demuth; s/Fake) to approve the minutes from the September 18, 2012 meeting.
- III. **Financial Report:** Halliday reviewed the financial report. He noted the lodging receipts are comparable to last year with each month being up slightly with the exception of July which was down. It was MSC (m/Erpelding; s/Siddiqui) to approve the financial report as presented.
- IV. **Committee Reports & Requests:**
 - a. **Sports Committee:** No new business to report.
 - b. **Special Events Committee:** Madsen stated the committee met and approved the 2nd installment request for the New London Fine Arts Festival and the New London Guitar Challenge. Halliday if both had provided financial information to the committee. Fischer reported both had submitted financial information for the committee to review. Shuck mentioned he receives e-mails from Art Norby stating he feels the northern part of the county does not receive enough funds and promotion from the EDC or the CVB. Shuck stated he knows the northern part of the county is receiving a significant amount of attention on promotion and money for their activities from the CVB. Meyer stated this has been something that has been going on for a while now and it has been a long battle. Fischer asked the members of the board to make sure they communicate the good work the CVB does in promoting all of Kandiyohi County, the activities the CVB is involved in and if questions arise that they are unable to address, please refer the individuals to her.
 - c. **Meetings & Conventions Committee:** Feist stated the committee reviewed the MN BEST Competition coming up next weekend. A lot of the meeting was spent discussing goals for the 2013 year and what they can do to promote or attract different events to the area. The committee also talked about going through old files and seeing what they can do to attract people to come back for their conferences or meetings, or see if we can spawn into a different market. The committee agreed to put mailers on hold for 2013 until they have an idea of what they want their target market to be.

- d. **Visitor Guide Committee:** Fischer stated the visitor guide is coming along well. Ad sales are going very well, too. She stated a proof is expected next Monday.
- e. **Leisure Travel Committee:** Demuth stated the committee met at Dickerson's Resort and recapped the Legacy Destination Weekend. The Sport Shows are coming in February and March. Fischer passed around the sign-up sheet to the board. The committee also discussed the Zombie's Bite... 5K+ Run coming up at Prairie Woods Environmental Learning Center on October 20. The committee tabled the discussion of the Highway 23 billboard near Paynesville that is no long visible. In 2013, Sibley State Park is hosting the Parks & Trails Council of MN on Labor Day weekend. Pederson added they discussed the opportunity to work with schools on their events, such as football, basketball, etc. These events draw in a large crowd each weekend. The committee should maximize this opportunity. Pederson then explained the Zombie Run to the board members.
- f. **Executive Committee:** Fischer presented the timeline of the budget.
 - i. **Retreat/Budget Timeline:** Fischer stated in November, the committees will begin looking at their goals for 2014. In January, committees will put together their action plans. In February the planning conference will be held. Each committee liaison will report on behalf of the board. The budget is due to the City of Willmar in April. This schedule works best to get it to coincide with budget timeline. It was MSC (m/Pederson; s/Demuth) to approve the Retreat/Budget Timeline. Copies of the budget timeline are available upon request.

V. **Affiliated Partnership Updates/Reports**

- a. **Community Marketing Coalition:** Fischer stated the CMC has been meeting regularly to come up with a tag line for the City of Willmar. The tag line chosen is "Willmar...Expect Great Things".

VI. **Executive Director Report:** Fischer highlighted a variety of upcoming events taking place in the Willmar Lakes Area including the MN Association of County Feedlot Officers Conference, MN BEST Mall Day, Zombie's Bite 5K+ Run, WLACC Red Carpet Event, MN BEST Robotics Competition, Early-Bird Curling Bonspiel, Turkey Leg 5K, WinterFest and the Lions Mid-Winter Convention. Several advertisements have been done including submissions to Let's Play Hockey, MSAE Directory, Minnesota Travel Guide, MN Heartland Central Region's Marketing Campaign, Midwest Meetings and the Explore Southern MN Visitor Guide. Fischer met with several members of the West Central Tribune to discuss opportunities for promotion. She also interviewed with Carolyn Lange and Bev Ahlquist regarding the Zombie's Bite 5K Run. The CVB assisted with several details regarding Willmar hosting a youth baseball tournament in June 2013. The CVB will also be assisting with USCC Cross Country Snowmobile Race which is taking place on January 12, 2013. Fischer submitted a bid for the 2013 BAM Tour. If we are selected, the event could be held in Spicer or in New London. A bid was submitted to host the 2013 SWEPT Conference. The CVB assisted with the MN Disabled Vets with items for their fall conference, including registration assistance, hospitality assistance, name badges and welcome bags. The Conference was an overall success and the group was very pleased. The CVB assisted the MN Association of County Feedlot Officers with their meeting, including welcome bags and name badges. Fischer met with the Willmar Hockey Association on multiple occasions regarding their 2012-2013 hockey tournaments. A complete copy of the Executive Director's Report is available upon request.

VII. Other Business:

a. Word Around the Community:

Fake: Stated the zoning people are coming to look at a possible renovation for O'Neil's. They are closing after the first weekend in November and plan on opening sometime in the spring.

Halliday: Stated Burger King is making progress as well as Goodwill on their new buildings.

Erpelding: Stated Fischer and he are meeting with David Minge to go over the Parks & Trails Council of MN Labor Day weekend bike ride this afternoon.

Pederson: Stated the last week has been great for students coming out. The Conservation Days have been going on and they have been very busy. They had a wedding out there and are having a memorial service as well. The Zombie Run is being held this Saturday and the Halloween Haunt is next Friday.

Feist: Stated they hosted the DAV Conference on Saturday. There was a lot of positive feedback. He also stated Cherry Berry is expected to open soon.

Meyer: Stated the Teen Challenge event is November 15th at the Conference Center. They are looking to possibly have a Teen Challenge Facility here in Willmar by 2014. Tickets are available to purchase for this event. They are in the process of changing their name to the MN Teen & Adult Challenge. It is a recovery facility for drugs and alcohol which is a Christian based group.

Madsen: Reported they are preparing for ice activities which begin next weekend.

VIII. Adjournment: Feist adjourned the meeting at 1:04 pm.

Respectfully submitted,

Amber Schueler

Administrative Assistant, Willmar Lakes Area CVB

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL
REGULAR MEETING
Wednesday Nov 7, 2012

Members Present: Loren Luschen, Shirley Lohse, Earl Knutson, Cathy Johnson, and Steve Brisendine and LeAnne Freeman

Guest: Diane Schuck from Lutheran Social Services

The meeting was called to order at 11:00 am by Chairperson Cathy Johnson

1. **Lutheran Social Services-Volunteer Station Plan:** Diane Schuck gave an overall presentation on the Senior Companion & Foster Grandparent programs.

The Volunteer Station Development Plan is a program that works closely with the Senior Companion program. Each senior companion program designates one person as the primary contact to be responsible for the senior companion volunteer(s) at the site. This streamlines communication and promotes consistency. The Willmar Community and Activity Center has been asked to provide a Volunteer Station. Diane and LeAnne have been talking about how this would work at the Center during the last month, with a need of a consistent presence when LeAnne is gone for programs and meetings and is very much needed. The requirement of the volunteer for this program is to work for 20 hours a week both at the Center and visiting their companions. This volunteer would be stationed with LeAnne to help answer phones, to do paperwork, to help with set-up for rentals (not tables & chairs) and be the welcome person for the people coming to the Center. Diane, LeAnne and the volunteer would work out a schedule that would work best for all parties. There would be a financial expectation of \$500 for the year from the Center budget. This would cover portal to portal travel for the volunteer and meal allowance for each service day. Loren Luschen made the motion to proceed with the volunteer station with Lutheran Social Services and work with Diane Schuck to work out the details to get someone started right away. Seconded by Cathy Johnson, Motion passed.

2. **Election of New Officers:** The Center Council decided to postpone this agenda item until next month.
3. **Update on trip to Whitney Senior Center:** Loren Luschen, Earl Knutson and LeAnne Freeman gave a short informational report on their visit to Whitney Senior Center in St. Cloud. Information that they touched on was: organizational structure, funding and fundraisers, staff and volunteers, perception of the WSC, rental fees, role of the WCS board, programming, & marketing.
4. **Maintenance & Finance Update:** Loren Luschen reported that there were 112 rentals at the Center in October with three weekend rentals. The expenditures for the Center through October is at 68% with two months remaining in the year and the revenue is at 103% for 2012 budget with two months remaining in the year.
5. **Rental Rates 2013:** Loren Luschen presented the 2013 rental rates and long term renter rates that the finance and maintenance committee has been working on the last couple of months. The committee is making the recommendations to raise the rates

for the 2013 rentals in both the long term and one time rates. The committee is also adding a catering fee to all rentals that provide food, this is to offset the extra work that LeAnne has when caterers don't return to collect the dishes and leftover foods. Plus, the groups use kitchen supplies, paper products, and linen and leave the kitchen looking a mess for LeAnne to clean-up afterward. A motion was made by Loren Luschen and seconded by Shirley Loshe to accept the 2013 rental rates. Motion passed.

6. **Set Committee Meeting Dates:**

Finance & Maintenance – Tuesday, Nov 20 at 1:30pm at the Center
Marketing and PR – Tuesday, Nov 20 at 1:30pm at Deidra's
Program - Monday, Nov 12 at 2:30pm at the Center
Volunteer – No date set

7. **Miscellaneous:**

a. Next WCAC Council Meeting Tuesday, Dec 4 at 11am

As there was no further business, the meeting adjourned at 12:12pm

Respectfully Submitted,

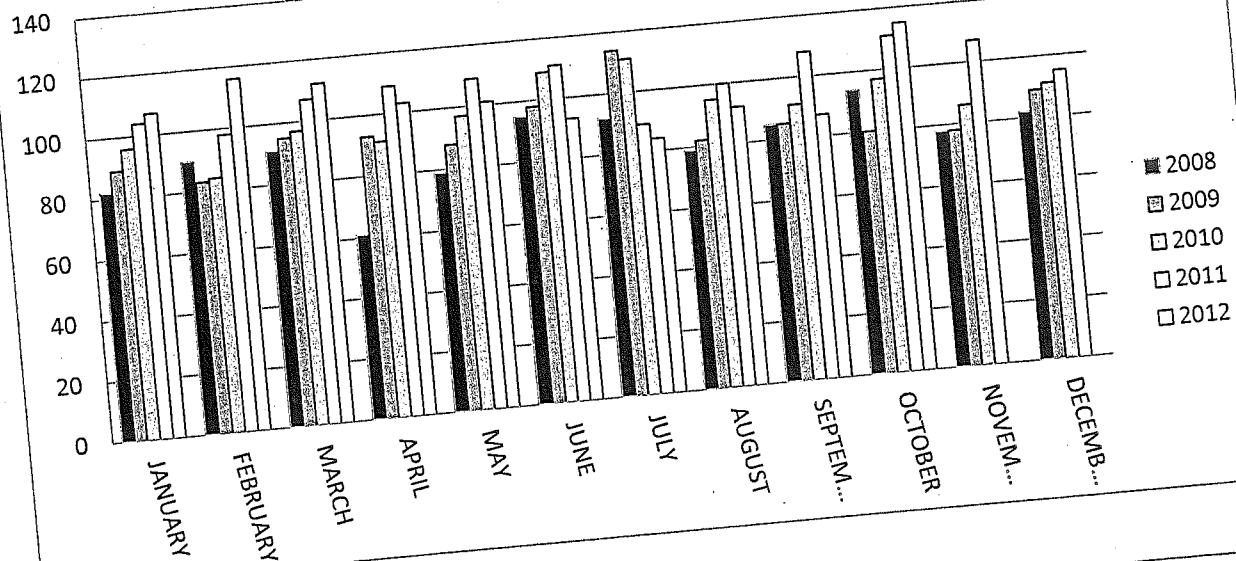
A handwritten signature in cursive script, appearing to read "LeAnne Freeman".

LeAnne Freeman, Recreation Supervisor/Community & Activity Center Coordinator

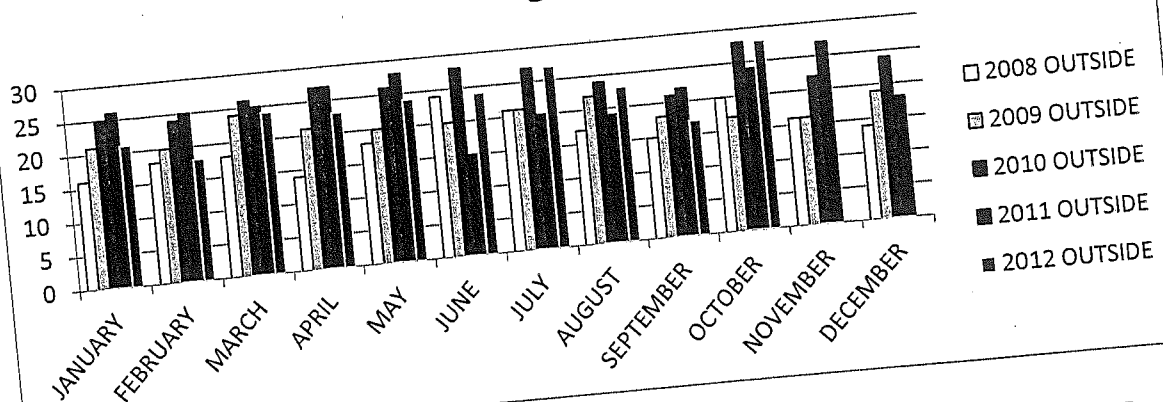
WILLMAR COMMUNITY & ACTIVITY CENTER

October 2012 Usage

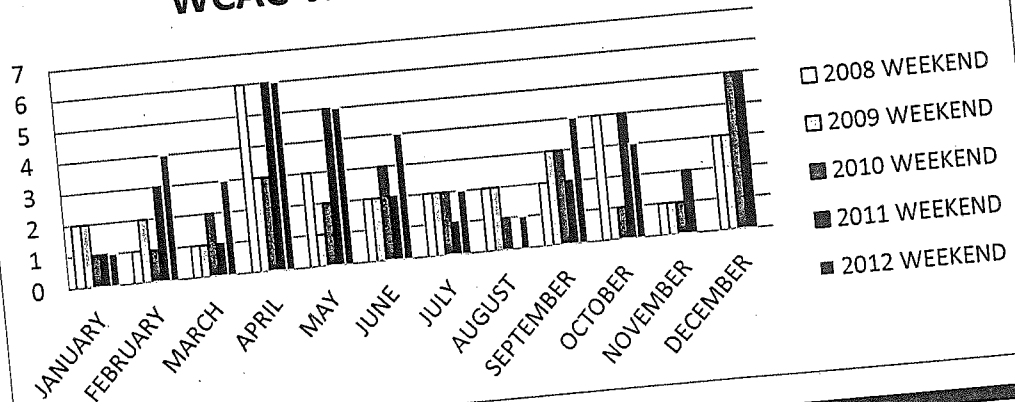
WCAC TOTAL RENTALS BY MONTH



WCAC OUTSIDE OF HOURS RENTALS - AFTER 5PM



WCAC WEEKEND TOTAL RENTALS



GENERAL RENTAL STATEMENT 2013

The Willmar Community Center is operated by the City of Willmar under policies and guidelines established by the Willmar Community Center Council and the City Council. The Center will serve as a location of the City's 50+ programs and also be available for general community use.

RENTAL HOURS

The Willmar Community Center will be available for rentals **weekdays from 9am-5pm**. Regular Center activities and organizations of the Center shall have first priority in the use of any Center facilities.

Additional Rental Hours

Monday thru Friday	5pm-10pm
Saturdays	8am-10pm
Sundays	1pm-5pm

The Willmar Community Center will be closed for major holidays such as:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- *Christmas Eve (If it falls on a weekend)*
- Christmas Day

BUILDING RENTAL FEES:

Weekdays

Sunshine Room

\$135.00 - 1 to 4 hours
\$30.00 - each additional hour
\$50.00 - Catering Fee
\$25.00 - Reservation Fee
Room Capacity with tables and chairs 38
Room Capacity with chairs 76

B. N. Room or Selvig Room

\$200.00 - 1 to 4 hours
\$30.00 - each additional hour
\$50.00 - Catering Fee
\$25.00 - Reservation Fee
Room Capacity with tables and chairs 93
Room Capacity with chairs 194

Weekends

Sunshine Room

\$200.00 - 1 to 4 hours
\$30.00 - each additional hour
\$50.00 - Catering Fee
\$25.00 - Reservation Fee
Room Capacity with tables and chairs 38
Room Capacity with chairs 76

B. N. Room or Selvig Room

\$300.00 - 1 to 4 hours
\$30.00 - each additional hour
\$50.00 - Catering Fee
\$25.00 - Reservation Fee
Room Capacity with tables and chairs 93
Room Capacity with chairs 194

Non-Profit:

Weekdays

Sunshine Room

\$135.00 – a day
\$25.00 – Reservation Fee
Room Capacity with tables and chairs 38
Room Capacity with chairs 76

B.N. Room or Selvig Room

\$200.00 a day
\$25.00 – Reservation Fee
Room Capacity with tables and chairs 93
Room Capacity with chairs 194

Non-Profit:

Weekends

Sunshine Room

\$150.00 a day
\$25.00 – Reservation Fee
Room Capacity with tables and chairs 38
Room Capacity with chairs 76

B.N. Room or Selvig Room

\$215.00 a day (\$50 fee for use of the kitchen (limited))
\$25.00 – Reservation Fee
Room Capacity with tables and chairs 93
Room Capacity with chairs 194

Closed Events for Adults 50 and over (Birthdays & Anniversaries)

Weekends/Weekday Evenings

B.N. Room or Selvig Room
20% discount on Weekend Fees

Special Events

High risk events drawing up to 200 people or more will be required to provide insurance coverage, with the City listed as additional insured.

- Security Personnel Required – Contact City of Willmar Police Department or a Licensed Security Company.

B. N. Room & Selvig Room

\$650.00 – 1 to 4 hours

\$100.00 – each additional hour

\$100.00 – Reservation Fee

\$100.00 – Catering Fee

Room Capacity for both rooms with tables and chairs

Room Capacity for both rooms with chairs

OTHER FEES

\$100 fee Damage Deposit (Returned 7-10 business days after event)

\$35 fee for Garbage removal

\$100 fee for use of the kitchen (limited usage)

\$25 fee for use of Power Point projector

\$100 fee for special set-up (per room)

\$20 fee for coffee carafe rental (16 cups per carafe)

\$5 fee per coffee server

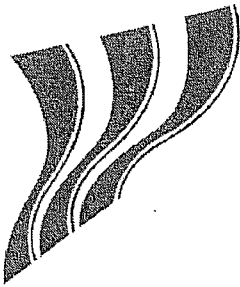
\$15 an hour for per staff

- The large coffee pot and dishwasher are not for rent

YEARLY RENTALS – Rates, time, & increases

Renter	How often they meet	2012 rate	2013
ELK'S HANDICAPPED DANCE	2 ND THURS. OF THE MONTH	\$ 0.00	\$ 0.00
NOON KIWANIS	EVERY TUESDAY	\$660.00	\$ 700.00 \$ 50.00
NOON KIWANIS BOARD	THIRD TUES OF MONTH		
NOON LIONS	EVERY WEDNESDAY	\$660.00	\$ 700.00 \$ 50.00
NOON LIONS BOARD	THIRD WED OF MONTH		
SR. CLUB MTG.	EVERY WEDNESDAY	Payment in Kind	\$ 1,200.00 \$ 50.00
SR. CLUB FUN DAY	EVERY FRIDAY	Payment in Kind	
SR. CLUB BOARD	2 ND TUESDAYS OF THE MONTH	Payment in Kind	
SR. CLUB CRAFT	EVERY MONDAY	Payment in Kind	
SWEDISH FRIENDS	1 ST MONDAYS OF THE MONTH	\$185.00	\$ 200.00 \$ 25.00
SONS OF NORWAY	2 ND MONDAYS OF THE MONTH	\$235.00	\$ 250.00 \$ 50.00
SONS OF NORWAY BOARD	LAST MON OF THE MONTH		
BARBERSHOP PRACTICE	EVERY MONDAY	Payment in Kind	3 Performances
MN TOPS	EVERY TUESDAY	Payment in Kind	\$200.00
COUNTRY QUILTERS	2 ND TUESDAYS OF THE MONTH	\$660.00	\$ 700.00 \$ 50.00
30's QUILTER GROUP	1 ST WED OF THE MONTH		
SIT & STITCH QUILTERS	3 RD TUES OF THE MONTH		
CRAZY QUILTERS	LAST THURS OF THE MONTH		
LULLABY QUILTERS	3 RD TUES OF THE MONTH		
FIRST TIME QUILTERS	1 ST MONDAY OF THE MONTH		
HTE	1 ST TUESDAYS OF THE MONTH	\$315.00	\$ 350.00 \$ 50.00

HORTICULTURE SOCIETY	4 TH TUESDAYS OF THE MONTH	\$185.00	\$ 200.00 \$ 25.00
SUNRISE ESTATES MTG.	1 ST THURSDAYS OF THE MONTH	\$185.00	\$ 200.00 \$ 25.00
SENIOR COALITION	1 ST THUR/SEPT, DEC, MAR & JUNE	Payment in Kind	Resource
L.S.S	2 ND THURSDAY OF THE MONTH	Payment in Kind Negations in Process	
MEAL SITE	EVERY DAY	\$ 0.00	\$ 0.00
U CARE MN	MONTHLY		\$ 150.00
RETIRED TEACHERS	MONDAY- JAN, JUNE, SEPT & DEC	\$135.00	\$ 50.00
AARP – TAX SERVICE	4 days in Jan – Thurs/Feb-Apr	\$ 0.00	Volunteer Service
Gideon's	3 rd Monday of the month	\$185.00	\$ 200.00 \$ 50.00



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: _____

Meeting Date: _____

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: City Clerk

Action Requested: Public Hearing, Truth-in-Taxation

Introduction: The Minnesota Legislature passed a law in 1989 that was designed to help property owners understand how the property tax is determined and how they can get involved with local budgeting issues and taxation. This process known as "truth-in-taxation" occurs once a year. It gives property owners and opportunity to review information pertaining to a property tax proposed for their property and to react to local budget decisions before they become finalized.

Background/Justification: Between November 10th and November 24th, the county auditor/treasurer prepares and mails to each owner of real and personal property (excluding mobile homes) on the current year's assessment roll, a notice of proposed property tax. This statement, also known as a "truth-in-taxation" notice, is an announcement that contains detailed information on the amount of property tax each taxing authority collected for taxes payable in the current year and proposes to collect for taxes payable in the next year. It shows property owners an estimate of how much the property tax bill will either increase or decrease due to spending or other factors. Additionally, this notification provided the specific date, time, and place for municipal scheduled public hearings where property owners may go and speak on the budgets and future taxes of the City of Willmar as well as the mailing addresses for them should they wish to send written comments. If the property owners are interested in either the change in or the amount of the proposed property tax to be collected, they were encouraged to attend tonight's public hearing printed on their notice. The law requires the governing bodies of each city having a population over 500 to hold a public hearing on their final budget and property tax levy for tax payable in the next year. The purpose of this hearing is to discuss the percentage change in property taxes proposed and the specific purpose for which property tax revenues are being changed. Furthermore, the public are invited to speak and ask questions so they may become informed and offer input during the budget setting process. If this initial hearing in not completed on its scheduled date, it is continued to another council meeting.

Alternatives: Decrease the proposed levy and corresponding budget

Staff Recommendation: Consider citizen input

Reviewed by:

Preparer: Kevin Halliday, City Clerk

Signature:

Comments:

Working Together ...Building a better place to live and work

Since the summer of 2012, various community leaders have discussed recent developments in the governance of the City of Willmar. The City has undergone a tremendous change over the last year to eighteen months. There is a new Mayor and a new City Administrator, each of which are "learning the ropes" after replacing a long term Mayor (15 years) and City Administrator (26 years). The transition, though abrupt, doesn't happen overnight. It will and does take time to build trust in the abilities of new leaders. We believe the City's leadership is more than capable of leading the City to the next level as an even stronger regional center, but it seems clear that doing so while adapting to new leadership in the midst of increasing challenges and opportunities is difficult.

Over the last couple of months, several people including business leaders, elected officials, government employees, community advocates, citizens and the media have been concerned about the current state of affairs within and outside the operations of the City of Willmar. The one common thread woven through all these conversations has been the Mayor, Council, City Administrator and City staff are **good people trying to do good things**. That said, we are coming forward **united** to demonstrate public concern for the need to improve the manner in which elected and appointed officials conduct business within and outside city government.

Our goal is to develop between the Willmar Mayor, City Council, City Administration, City staff and its residents an increased **level of mutual respect, cooperation, trust and civility**. Our hope is to re-establish a shared understanding of the roles and responsibilities of each of these individuals and groups.

The following individuals have met five times and invested many hours of time to develop short and long term strategies that we believe represent the overall consensus of the community regarding what those roles and responsibilities ought to be. The **Working together...Building a better place to live and work** team consists of the following individuals.

Dave Baker
Bob Dols
Gary Geiger
Kathy Schwantes
Ken Warner

Ken Behm
Beverly Dougherty
Wayne Nelson
Pat Solheid
Laura Warne

Russ Bennett
MaryAnn Doyle
Mick Schmit
Clark Vollan
Ron Erpelding

It is our view the role of the City Administrator is similar to the **CEO** of a \$15 million dollar business with the Mayor serving as the **Board Chairman** and the City Council as the **Board of Directors**. The Board Chair and the Board set policy and the CEO implements that policy. The CEO reports to the Board and is responsible for insuring employees are qualified, trained and capable of doing their work and following the established business plan of the Board and Board Chair. We believe the following strategies would lead to a shared understanding of the appropriate roles and responsibilities of these individuals and groups.

Governance:

A. **Education:** Do a "refresher" on open meetings, data practices, conflict of interest as part of the Council re-organization in January. See link to the Conflict of Interest statement by the League of MN Cities as an example.
<http://www.lmnc.org/media/document/1/officialconflictofinterest.pdf?inline=true>

Benefits:

1. Promotes transparency in government and clarifies potential conflict of interest issues and the legal issues that might arise from them.

B. **Roles & Responsibilities:** Assist everyone in developing a better understanding of the Weak Mayor Form of City government as adopted in the City Charter

Benefits:

1. Re-establishes the City Council as the the policy makers for the City in accordance with the City Charter.
2. Clarifies role of the Mayor in terms of relationship with Council, staff and community. Promotes better continuity between the internal and external operations of the City.
3. Re-establishes trust in the management abilities of the city administrator and staff.

Civility:

A. Work with the League of Minnesota Cities on developing a system of meeting governance similar to Robert's Rules of Order

Benefits:

1. Provides Mayor with the tools to keep meetings on track, on subject and keeps focus on published agenda items.
2. Implements the 3 minute rule for the Open Forum at the beginning of each council meeting. Presenters would have three minutes for the Mayor, Council and staff to listen and take the item under advisement for future consideration. If longer time is needed by presenter, they would make that request to the City Administrator to be placed on a future meeting agenda.

Visionary:

A. **Organizational Review:** Re-visit the issue of an organization review of City departments and potential partnerships with other entities.

Benefits:

1. Could provide roadmap for the future of the organization and clarify that the final decision rests with the Mayor & Council, but could prove to be beneficial with pending retirements, replacements, less dollars, more mandates, etc.
2. Allows administration, Mayor and Council to be on the same page when looking at restructuring, personnel replacement and collaboration and partnerships with other units of government.

Additional Strategies:

Administration & Staff: The City of Willmar and its employees must be committed to the City's mission to provide responsible municipal service in an open, effective and efficient manner to all citizens of the local and area community. The ultimate goal is to preserve and enhance the quality of life for future generations. They must also be committed to following the goals and priorities as outlined and adopted by the Mayor & City Council.

Benefits:

1. Rebuild trust and teamwork through enhanced unity with the Mayor & City Council.
2. Find ways through partnerships and other resources to reduce both equipment and personnel costs to continue to offer efficient and effective services.
3. Administration and staff be pro-active on seeking new partnerships, resources for service delivery.
4. Develop strong communication channels with the Mayor and Council.

Vision 2040:

Benefits: Full participation by the Mayor, Council and City Administration in the Vision 2040 process. Vision 2020, completed in 2000, proves that when Willmar's residents and leaders set their mind to do something, it gets done. It's time to update Vision 2020 and create a community-wide consensus on our future focus.

Community Leadership Engagement:

Benefits: The community has an untapped resource of leadership talent. NeXt (Developing Networks, Advancing Careers focused on individuals under 40) has 150 members eager to serve the community in various capacities. Leadership Perspectives is in its 22nd year and is a leadership program designed to develop leaders who are informed, dynamic qualified and motivated. There are 577 graduates in the community. Finally, there are 5 classes of 20 plus Blandin Leadership Program graduates in Kandiyohi County. This is just a partial list of untapped leadership in our community that could take us to 2040 and beyond by building a community they want and need.

The Working Together...Building a better place to live and work team stands ready and willing to actively work in partnership with the City of Willmar. We are an All American City, we are a Regional Center and we are a community that will work together to develop and implement a shared vision. To do so we must respect our differences strive to reach consensus, and move forward together. We stand ready and willing to do so and hope that you give all due consideration to working with us on these strategies as a step in the right direction and as a step to the future.

Created and prepared by the Working Together... Building a better place to live and work team

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Tuesday, November 20, 2012, in Conference Room #1 at the City Office Building. The meeting was called to order by Council Member Ahmann at 4:45 p.m.

Present:	Steve Ahmann	Chair
	Denis Anderson	Member
	Doug Reese	Member
	Tim Johnson	Member
	Charlene Stevens	City Administrator

Others present included Police Chief Dave Wyffels, Officer Marilee Dorn, Kevin McGrath, Business Agent, LELS and City Attorney, Robert Scott by conference call.

Item No. 1 Close Meeting Pursuant to Minn. Stat. sec. 13D.05, subd. 2(a)(2)

Chair Ahmann announced that the meeting will be closed pursuant to Minn. Stat. sec. 13D.05, subd. 2(a) (s) to discuss internal affairs data relating to allegations of law enforcement personnel misconduct. Council Member Anderson moved to close the meeting with Council Member Johnson seconding the motion, which carried.

Item No. 2 Meeting Reopened

At 5:30 p.m. the meeting was reopened upon motion by Council Member Johnson, seconded by Council Member Anderson, and carried.

Item No 3 Close Meeting Pursuant to Minn. Stat. sec. 13D.05, subd. 3(b)

Chair Ahmann announced that the meeting will be closed pursuant to Minn. Stat. sec. 13D.05, subd. 3(b) to discuss pending litigation - Law Enforcement Labor Services, Inc. labor contract grievance. Council Member Anderson moved to close the meeting with Council Member Reese seconding the motion, which carried.

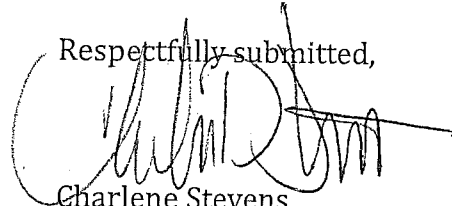
Item No. 4 Meeting Reopened

At 6:10 p.m. the meeting was reopened upon motion by Council Member Anderson, seconded by Council Member Reese, and carried.

Council Member Anderson made a motion, seconded by Council Member Reese to deny the grievance and authorize the City Attorney to seek resolution. The motion carried.

The meeting adjourned at 6:20 p.m. on a motion by Council Member Anderson, seconded by Council Member Johnson, and carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Charlene Stevens', written over a circular stamp or seal.

Charlene Stevens,
City Administrator

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, NOVEMBER 26, 2012**

The Finance Committee of the Willmar City Council met at 6:52 p.m. on Monday, November 26, 2012, in the Council Chambers at the Willmar Municipal Utilities Auditorium. Chair Denis Anderson called the meeting to order.

Members Present:	Denis Anderson Chair
	Rick Fagerlie Vice-Chair
	Tim Johnson Member
	Jim Dokken Member
	Charlene Stevens City Administrator
	Steve Okins City Finance Director

Others present included Mayor Frank Yanish, Council Member Doug Reese, Council Member Steve Ahmann, Council Member Ron Christianson, Council Member Bruce Deblieck, West Central Tribune Journalist David Little, and Accounting Supervisor Carol Cunningham.

Item No. 1 – 2013 Mayor’s Proposed Budget

Recommendations for the 2013 Mayor’s Proposed Budget resulting from the Council Work Session held just prior to this meeting were discussed:

- 1) Increase the West Central Integration Collaborative allocation of \$21,000 to their original request of \$42,000. This was suggested at the Council Work Session without the consensus of the members. No action was taken on this item. Consequently, the allocation in the 2013 Budget for the West Central Integration Collaborative remains at \$21,000.
- 2) Retain the amount originally budgeted for the Willmar Design Center of \$32,000 but increase the 2013 Expenditure Budget by \$6,200 for downtown flowers. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to make a motion increasing the 2013 Expenditure Budget by \$6,200 for the downtown flowers project.

-
- 3) Remove the allocation of \$1,000 for the Willmar Chamber of Commerce Leadership Perspectives Program. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Dokken and passed to make the following:

RECOMMENDATION: to make a motion decreasing the 2013 Expenditure Budget by removing \$1,000 originally allocated for the Willmar Chamber of Commerce Leadership Perspectives Program.

- 4) After all adjustments to the original budget are applied, approximately \$93,000 remains as a revenue surplus in the 2013 Budget. Following discussion, it was moved by Council Member Johnson, seconded by Council Member Fagerlie and passed to make the following:

RECOMMENDATION: to make a motion reducing the proposed 2013 Tax Levy increase of \$240,000 designated for street/infrastructure improvements by \$93,000.

- 5) **Resolution Setting 2013 Tax Levy.** Following discussion, it was moved by Council Member Johnson, seconded by Council Member Fagerlie and passed to make the following:

RECOMMENDATION: to introduce a resolution setting the 2013 City property tax levy at \$3,992,734 for the General Fund and \$147,000 for street/infrastructure.

- 6) **Resolution Adopting 2013 Budget.** Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson and passed to make the following:

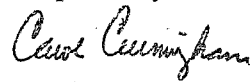
RECOMMENDATION: to introduce a resolution adopting the 2013 Budget as presented in the amount of \$31,725,416.

Item No. 9 – Future Agenda Items (Information)

Future agenda items include Western Interceptor Final Budget, Updated 1995 Contribution Policy, and LELS 2012 Budget Amendment.

There being no further business to come before the Committee, the meeting was adjourned at 7:02 p.m. upon motion by Council Member Fagerlie, second by Council Member Johnson, and carried.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor

PUBLIC WORKS/SAFETY COMMITTEE REPORT 12-13
CITY OF WILLMAR
TUESDAY, NOVEMBER 27, 2012

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, November 27, 2012, by Chairman Doug Reese at the City Office Building. Members present were: Council Members Bruce DeBlieck, Rick Fagerlie, and Ron Christianson. Also present were: Mayor Frank Yanish; Council Members Jim Dokken and Tim Johnson; Bruce Peterson, Director of Planning and Development Services; David Wyffels, Police Chief; Megan Sauer, Planner; Josh Halvorson, Donohue and Associates; Loren Engleby, Kandiyohi County Ditch Manager; Pat Curry and Steve Nedrelow, Airport Commission; Jan Franklin, Resident; David Little, "West Central Tribune" and Janell Sommers, Recording Secretary.

1. CONSIDERATION OF AGREEMENT FOR ADDITIONAL CONSULTANT SERVICES - WESTERN INTERCEPTOR:

Planning and Development Services Director Peterson presented a scope of work from Donohue and Associates for additional consulting services for the Western Interceptor. The original agreement with the consulting engineer did not include construction management services for the storm sewer work that was bid as an alternate. The scope of services includes an additional fee of \$17,060.00 for this task. Staff recommended entering into a contract amendment with Donohue and Associates to perform construction management services on the alternate bid. A motion was made by Council Member Fagerlie, seconded by Council Member DeBlieck, and passed for the following

RECOMMENDATION:

Enter into a contract amendment with Donohue and Associates in the amount of \$17,060.00 and authorize the Mayor and City Administrator to sign on behalf of the City. (Resolution)

2. CONSIDERATION OF AIRPORT OPERATIONS SUPERVISOR AGREEMENT:

City staff was directed by the City Council to pursue RFP's for Airport Operations Supervisor at the municipal airport. This contract would be separate from the responsibilities of the Fixed Based Operator. Two parties responded and both were interviewed. After further consideration and follow-up, it was narrowed to one entity proposing to perform the tasks for \$76,000 a year. It was noted that current janitorial work the City pays \$6,000 per year for would be included in this proposal, along with all the mowing that is currently done by the Public Works Department. It was staff's recommendation to approve the proposal of Eric's Aviation Services for a term of two years.

It was noted that the work performed under this contract would be eligible for State reimbursement. A motion was made by Council Member Fagerlie, seconded by Council Member DeBlieck, and passed for the following

RECOMMENDATION:

Enter into a two-year Airport Operations Supervisor contract with Eric's Aviation Service Inc. for \$76,000.00 annually and authorize the Mayor and City Administrator to sign on behalf of the City. (Resolution)

3. CONSIDERATION OF COUNTY DITCH REDETERMINATION OF BENEFITS:

Loren Engelby, Kandiyohi County Ditch Manager, addressed the committee concerning the upcoming hearing for redetermination of ditch benefits. It is at this time that the City may choose to take over the responsibility of that portion of the County Ditch 23 system within City limits. The City is currently charged at a rate of 52% of the costs for ditch maintenance within the overall system. If the City were to take over responsibility of the ditch outlined on the map, it is estimated the City's rate would be decreased to approximately 26% with a \$5,000-\$10,000/year savings. Mr. Engelby also informed the members that a contractor has been hired to clean out a section of County Ditch 23 that runs just east of 5th Street SE from the area of the Bus Barn to 19th Avenue Southeast. This would be completed prior to the transfer of benefits at no extra cost to the City.

Discussion was held pertaining to redetermination costs for viewing and the establishment of the 16 ½' buffer strip. It was noted the City can assume responsibility of any or all portions of the ditch. The possibility of using a section of Ditch 23 near the former Wastewater Treatment Plant for expansion into a storm water holding pond was discussed. A motion was made by Council Member DeBlieck, seconded by Council Member Fagerlie, and passed for the following

RECOMMENDATION:

That the City assume responsibility of that portion of the County Ditch 23 system lying within City limits as outlined on the map. (Motion)

4. **EAGLE LAKE SUMP PUMP DISCHARGE INSPECTIONS (FOR INFORMATION ONLY):**

Planning and Development Services Director Peterson explained to the committee that during rain events the City is receiving excess flow into the Eagle Lake Lift Stations, and there have been incidents of backup into homes. The City has performed home inspections within City limits, but not in the Eagle Lake Sewer District. Upon review of the contract it doesn't appear the City has the authority to enforce compliance by property owners in the district. It is staff's recommendation at this time to meet with the Chair of the Eagle Lake Sewer District and explain the situation hoping for voluntary compliance. When the term of the current contract expires in 2016, they City will incorporate language allowing authority to enforce penalties on violators.

5. **MISCELLANEOUS ITEMS (FOR INFORMATION ONLY):**

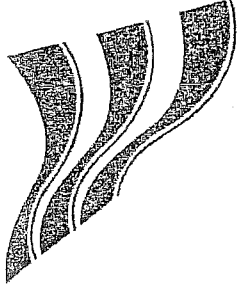
Jan Franklin, a City resident bitten by a dog running at large in September, addressed the committee. Ms. Franklin's immediate concern was if the dog was current with its vaccinations. When the Police Department responded to her call, they found the dog was within its owner's residence. The owner was cited and ordered by a judge to provide proof of licensure within ten days. Ms. Franklin was questioning if the ordinance could be revisited to require the dog be impounded until such time as it is known it is not rabid. Chief Wyffels explained that the ordinance does not allow for the seizure of the animal from personal property. Staff was then directed to research State Health Laws to make certain no other action could be warranted and inform Mrs. Franklin.

There being no further business to come before the committee, the meeting adjourned at 6:05 p.m.

Respectfully submitted:


Bruce D. Peterson, AICP
Director of Planning & Development Services

Janell Sommers
Recording Secretary



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: November 27, 2012

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date: December 3, 2012

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Planning and Development Services

Action Requested: Approval of agreement for additional consultant services on the Western Interceptor Project.

Guiding Principle:

Introduction: The scope of the Western Interceptor Project has changed, resulting in the need for additional consultant services.

Background/Justification: The storm sewer work was bid as an alternate and construction management services were not part of the Donohue contract.

Fiscal Impact: These changes would result in a \$17,060.00 increase to professional services fees paid to Donohue.

Alternatives: Hire another firm or direct staff to do the work.

Staff Recommendation: Approve an agreement with Donohue for additional services in the amount of \$17,060.00.

Reviewed by:

Preparer: Bruce D. Peterson

Signature: 

Comments:

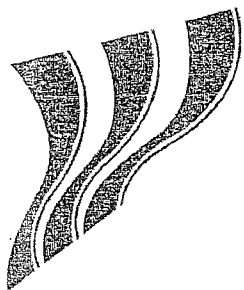
WESTERN INTERCEPTOR PROPOSED ADDITIONAL SERVICES

10/24/12

90
Joshua Halvorson
Engineer II

SCOPE OF WORK

Task		Total
2. Construction Services		
2.13 Wage Compliance - PFA		
Mangagement	8	\$ 720
Payroll Compliance	40	\$ 3,600
Payroll Interviews	15	\$ 1,350
Davis Bacon - Site Requirments	11	\$ 990
Labor Standards Reports to PFA	30	\$ 2,700
Labor Compliance Filing & Printing	15	\$ 1,350
Expenses		\$ 540
Totals	119	\$ 11,250
2.16 Storm Sewer - Alt. Bid Acceptence		
Mangagement & Administration	16	\$ 1,440
Site Observation, Testing, & Inspections	140	\$ 12,600
Meetings	4	\$ 360
Reports	18	\$ 1,620
Filing & Printing	4	\$ 360
Expenses		\$ 680
Totals	182	\$ 17,060
2. Additional Construction Services Totals	301	\$ 28,310



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: November 27, 2012

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date: December 3, 2012

☐ Approved

☐ Denied

☐ Amended

☐ Tabled

☐ Other

Originating Department: Planning and Development Services

Action Requested: Approve agreement for Airport Operations Supervision.

Guiding Principle:

Introduction: A change in Airport Operations Supervisor was proposed and sought by the City.

Background/Justification: An RFP for Airport Operations Supervisor was distributed. Two responses were received, and both entities were interviewed. Follow-up discussions reduced the interested entities to one, and staffing of the terminal was eliminated from the scope of services. Eric's Aviation Services has demonstrated their qualifications.

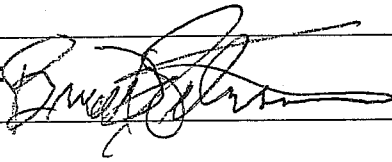
Fiscal Impact: The revised proposal amount is \$76,000/year and includes janitorial work the City currently pays \$6,000/year for. The 2013 Budget includes \$23,000 for the position, resulting in a \$53,000 shortfall.

Alternatives: Re-evaluate provision of services, keeping some activities with City staff and soliciting proposals for the balance.

Staff Recommendation: Approve an agreement with Eric's Aviation Services in the amount of \$76,000.00.

Reviewed by:

Preparer: Bruce D. Peterson

Signature: 

Comments:



WILLMAR

AIRPORT

AIRPORT MANAGER
City Office Building
Box 755
Willmar, Minnesota 56201
320-214-9669
Fax: 320-235-4917
www.ci.willmar.mn.us

Willmar Municipal Airport- John L. Rice Field KDBH is seeking proposals for an Airport Operations Supervisor starting in January 2013; please refer to the attached request for proposal.

Facilities include:

- Airport opened in 2006 at 6600 Highway 40 SW.
- Runway 13/31- 5,500' x 100' paved runway- Approach Type: Precision (13), Non-Precision (31)
- Runway 3/21- 2,980' x 250' turf- Visual approach
- Modern Terminal Building with staff office 259 sq. ft. (for use by Operations Supervisor), airport reception office, waiting area, pilots lounge w/ restroom/shower, public restrooms, concession/vending area, phone/internet connections, and 30 person conference room.
- FBO Building, 23 Private Hangars, 2 City Owned T-Hangars 18 units total plus four garage storage bays, and freestanding City equipment building. With room for expansion.
- 100LL & Jet A fueling, FBO courtesy cars.



REQUEST FOR PROPOSALS (RFP)
WILLMAR MUNICIPAL AIRPORT- JOHN L. RICE FIELD
CITY OF WILLMAR
AIRPORT OPERATIONS SUPERVISOR

The City of Willmar, Minnesota is requesting proposals from individuals or businesses to provide services related to airport operations, which may include the following:

- On-site management of the airport and staffing of the terminal building during regular business hours and 24/7 on-call staffing.
- Issuing and rescinding NOTAMS as needed due to weather and runway conditions/hazards.
- Provide janitorial services for terminal building including pilot lounge, conference room, and public rest rooms.
- Set traffic patterns and ground movement.
- Perform daily runway inspections and keep logs.
- Repair/replace runway/taxiway lights, guidance signs and NAVAIDS owned by the City of Willmar.
- Monitor septic tank for routine maintenance activity.
- Provide general maintenance of the airfield gates.
- Mark, barricade, or close off any hazardous condition that may exist to aeronautical or public users and notify City in writing.
- Perform general inspections and maintenance and preventative actions on all Airport City owned facilities, grounds, Hangars etc.
- Check airport user's credentials to ensure appropriate users and notify proper agencies of any violators.
- Provide mowing of all Airport grounds/runway etc. (an average of 218 hours a year), weeding of F-14 landscaping, and trimming along fence lines and buildings and snow removal of sidewalk along terminal and FBO buildings.
- Keep a weekly log of airplane activity and best effort counts of take offs and landings.
- Monitor HVAC equipment, water softener, heating units, air conditioning units and report repair needs to the City. Perform minor repairs and maintenance with expenses not greater than \$500, City approval and possible contracting for work over said amount.
- Perform MS4 stormwater activities as per SWPPP permit for MPCA.
- Work with City Staff and/or the Economic Development Commission to market the airport.
- Maintain a preventative maintenance needs list, to coincide with budgeting processes.
- Perform bird depredation permit matters as needed along with any additional Wildlife conflicts within the airport boundaries.
- Follow all current Federal Aviation Administration and Minnesota Department of Aeronautics rules and regulations.

The proposal should include the following:

1. A brief work history of each person proposed to perform the services and airport operations experience including a list of references.
2. Licenses, diplomas, certifications verifying education/experience and expertise in airport operations.
3. Proof of financial viability and ability to keep proper insurance including workers compensation insurance for possible employees, public liability insurance with a limit of not less than \$1,000,000 of coverage with the City listed as additional insured.
4. Requested salary (year/monthly) fee to perform said services.

A detailed proposal will be reviewed by a selection committee that may also interview the candidates after proposal submittals.

Selection criteria will be based on the following:

1. Professional experience of all personnel.
2. Experience/education in airport operations.
3. Capabilities in providing identified aviation services.
4. Ability and cost to provide services for term of agreement.
5. Familiarity and proximity to the airport facilities.
6. Report on work ethic, knowledge, character etc. from references.

The City of Willmar intends to retain the selected party for two years or until services are terminated in accordance with provisions included in any agreement between the City of Willmar and the selected party.

Negotiation for any fees, charges or services not herein identified will be accomplished with the selected party after the City of Willmar has made its selection.

The City reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the City's sole judgment, the best interests of the City will be so served.

Five copies of the proposal shall be submitted no later than August 24, 2012 to:

Megan M. Sauer, AICP
Planner/Airport Manager
City of Willmar
333 6th St. SW
PO Box 755
Willmar, MN 56201

Proposal for Services

Willmar Municipal Airport (KBDH) Management and Operations

**Submitted by
Eric's Aviation Services Inc.**

Proposal for Services

In 2006 with a flurry of excitement and expectations, the City of Willmar opened a beautiful new airport. This airport was managed full-time by a well-qualified, motivated manager. Due to economic conditions, the position of airport manager was not filled when that manager moved on to new opportunities. Airport management has been provided by hardworking individuals doing the best they can, having been thrust into a management situation which is completely different than any other management position in the City. The intricacies, and rigid regulations imposed by the FAA (Federal Aviation Administration), and MNDOT (Minnesota Department of Transportation) make this position extremely difficult for a non-aviation professional to fill. Our current Manager should be commended for her willingness to learn, and hard work in trying to make this work.

For the last 3 years, the City of Willmar has entered into contract with Maximum Cruise Aviation to fill the "On Site Supervisor" position. The owners of Maximum Cruise Aviation, Brian and Marney Negen, recognizing the complexity of these responsibilities, and the need for expert assistance, have sub-contracted these duties to Eric Rudningen of Eric's Aviation Services Inc. for the entire contract length. Brian and Marney have worked closely with Eric in fulfilling this contract, and have become very knowledgeable in the operations and management of the Willmar Municipal airport.

A logical progression for this "Operations Supervisor" position would be an increased presence in the management of the airport, as well as additional duties on the airfield itself. This expansion of duties requires a business or businesses consisting of multiple qualified individuals, and a spirit of cooperation with all users of the Willmar Municipal airport.

Please consider the following proposal for services as requested by the City of Willmar for the Willmar Municipal Airport

Scope of Services

Eric's Aviation Services Inc., or its representative, will provide the following management, maintenance, and operational services:

AIR-SIDE OPERATIONS:

- Daily airport inspections in accordance with AC150/5200-18C
 - Includes monthly and yearly reporting.
- Minor repair/replacement of airfield lighting equipment
 - Expert supervision of outside repairs when necessary
 - Bulbs, parts, and misc. supplies to be provided by City of Willmar.
- Bird, and other animal abatement in accordance with DNR, US Fish and Wildlife Service rules, and AC150/5200-33B
- Wildlife strike reports in accordance with AC150/5200-32A
- Issuance of NOTAM's in accordance with current FAR's and Advisory Circulars
- Provide mowing and trimming of all air-side grounds including turf runway.
 - Maintenance to meet or exceed FAA and MNDOT requirements.
- Minor repairs and maintenance of City-owned hangars
 - Including key control and re-keying as necessary.

GROUND-SIDE OPERATIONS

- Staffing of Arrival/Departure building (CH-1)
 - Monday through Friday 8:00a.m. - 5:00p.m.
 - Other times by appointment to facilitate use of meeting room or other facilities.
- Monitor septic tank for routine maintenance
- Provide general janitorial services in building CH-1
 - Complete cleaning once per week (additionally as needed)
 - Janitorial/toiletry supplies to be supplied by city.
- General maintenance of city owned buildings
 - Monitoring of HVAC, water conditioner maintenance, with monthly reports to City staff
 - Maintenance of locks including re-keying of facilities by Certified Locksmith when necessary to ensure security
 - General interior and exterior repairs with materials provided by City of Willmar.
- Mowing, trimming, and maintenance of landscaping, and road ditch areas leading to main terminal building.
- Snow removal of all public sidewalk areas
 - To be completed by 8:00 a.m. 365 days per year.

Managerial SERVICES

- Maintain log of arrival and departure traffic during normal business hours
 - Assist City Staff in utilizing based aircraft statistics to secure State and Federal funding.
- Monitor and adjust traffic patterns and ground movement to provide for safe efficient use of Willmar Municipal Airport.
- Perform MS4 storm water duties in accordance with SWPPP permit for MPCA.
- Assist City Staff in completion of CIP documents
 - Maintain 5, 10, and 20 year City Airport plans in addition to CIP
 - Maintenance list for building and grounds repair and improvement
 - Include marketing, business retention and expansion, new business development, goals.
- Barricade or mark off hazardous conditions, and notify city of issues and resolution solutions.
- Promotion of airport to expand use and increase number of on-field businesses.
- Aviation promotion to increase number of based aircraft.
- Provide competent, qualified on-call assistance to users of the airport 24 hours/day, 365 days per year.

Cost of Services

Eric's Aviation Services Inc. conducted an in-depth study of costs associated with each aspect of the request for proposals. These exact figures will be made available by request, should Eric's Aviation be chosen for this position. In order to maintain a functional and growing airport the team members involved in this contract must be qualified and experienced. Although some "laborers" can be used, seemingly small mistakes can have huge consequences for the city. After careful consideration, I have determined that a minimum of three qualified staff members will be required to perform the duties of this contract. Total compensation package for candidates with proper airport operations and management experience will be at least \$50,000. Therefore simple math shows staffing alone will cost at a minimum \$150,000. This does not include the cost of equipment to be used in the contract.

As mentioned earlier in this document Eric's Aviation Services Inc. has negotiated with several local business to assist in providing services. These unique partnerships, along with other relationships on the airport, provide an excellent opportunity to share duties, on-call availability, as well as current staffing of airport grounds. Due to this unprecedented cooperation, Eric's Aviation Services Inc. will provide the services set forth in the "scope of services" portion of this proposal for the sum of \$8,000 per month, or \$96,000 per year.

Qualifications

Eric's Aviation Services Inc. lists the following highly qualified personnel performing the duties set forth in the onsite supervisor request for proposals. Additional information including specific work history, copies of transcripts, certificates, and other pertinent information is available upon request.

The management/supervisor team which will be employed by Eric's Aviation Services has over 50 years of combined aviation experience. Eric Rudningen will be the primary contact, and will supervise all work done.

Eric Rudningen

- Owner, Eric's Aviation Services Inc. est. 2009
- 18+ years of Aviation experience
 - Pilot's certificate earned in 1995 at age 18.
- 10 plus years consulting and assisting with airport management
 - 7 + years specifically focused on daily airport operations.
- Commercial Pilot, CFI, CFII, MEI, A&P ratings
- Over 5000 flight hours
- Extensive knowledge of Federal and State regulations
- 6 years' experience with airport lighting repairs and maintenance
 - 3 years of this experience at current Willmar Municipal Airport.
- Graduated Magna Cum Laude from UND 1999 B.S. Aeronautical Studies
 - Including completion of several airport management classes.
- Former FAR part 135 operator
- Experienced Corporate Pilot
 - Providing pilot service for several area companies since 1999
 - Chief pilot for TerWisscha Construction 2007-2009.
- Over 10 years of construction experience
 - Experience in both Commercial and Residential construction, remodeling and repair
 - Assistant Project Manager for commercial building projects
 - Part owner Gary Rudningen & Son's Construction.
- Certified Locksmith
- Class A CDL and current health card
- Excellent public speaker and promoter
- Certified EMT
- American Heart Association CPR instructor.

Company Information

Eric's Aviation Services Inc. was formed in 2009 by Eric and Mariah Rudningen. Eric's Aviation Services Inc. provides, flight instruction, pilot service, aircraft mechanic, and aviation consulting with a base of operations at the Willmar Municipal Airport. Eric's Aviation Services Inc., despite being started in a declining economy, has thrived here in Willmar. This success is due to Eric's willingness to work with all users of the airport in a spirit of cooperation. This ability to work with various entities, including competing companies is the cornerstone of what management on the Willmar municipal airport must be.

The vast scope of the duties listed, as well as financial and insurance obligations demand that a team, not an individual, be chosen to fulfill the duties set forth by the City of Willmar. Eric's Aviation Services Inc. has secured agreements with several local businesses to assist in providing services to fulfill the operations supervisor contract. These agreements provide additional financial stability as well as the \$1,000,000 blanket liability policy required by the City of Willmar. Due to complex relationships at the airport, and proprietary information included in these agreements, specific details are not included in this proposal; however, details of these agreements will be made available to the City of Willmar in the event Eric's Aviation Services Inc. is awarded this contract.

Negotiations for all or part of the scope of services listed in this proposal will be entertained if all or part of the proposed contract is awarded to Eric's Aviation Services Inc.

Professional References

Steven C. Whitcomb
Paynesville, MN
Former Chairman Paynesville Airport Commission
320-250-3371

Kelly TerWisscha
Owner TerWisscha Construction Inc.
Willmar, MN
320-235-1664

Steve NedreLOW
Willmar Airport Commission Member
320-235-7352

Brian Negen
Owner Maximum Cruise Aviation
320-235-4844

Conclusion

Experienced, reliable airport operations, and on site management are vital to maintaining and growing a safe, user-friendly airport. Employing qualified businesses to assist City Staff in these duties is a productive and economical solution to Airport Management. The City of Willmar has the opportunity to maximize the potential of the airport by expanding the on-site supervisor position, and hiring Eric's Aviation Services Inc. to provide these services.

I am available for discussion, and negotiation concerning this proposal, or any other questions City Staff, Council members, or the Mayor may have concerning the current status, or future of the Willmar Municipal Airport. I look forward to answering any questions that may arise from my proposal. Eric can be contacted at 320-894-1872 or erudningen@tds.net.

Thank you for your time and consideration.

Sincerely,



Eric Rudningen
Eric's Aviation Services Inc.

RFP Information

Eric's Aviation Services Inc.

This is in response to the letter from Megan dated Oct 15, 20012.

The only way to offer the scope of services that I have proposed is to keep employee costs low. Therefore, I have negotiated with Paul Beck at Weep no More, Andy Kellog, at All Around Aviation, Gary, Todd, and Wayne Rudningen at Rudder Brothers Inc., to assist in providing the services needed for this contract. These people will be contract employees, and therefore workers comp insurance is not required by the state of Minnesota.

I have requested quotes from Steve Bruss at Wings insurance for the blanket liability policy, but have not received exact numbers yet. I will provide this information as soon as possible. If you would like, I could ask him for a simple statement ensuring that I am able to get the required coverage.

To aide in negotiations, I have included a list of possible cost savings associated with my proposal. These are offered as discussion points for your next meeting:

Removal of Janitorial duties, and snow removal, cost savings \$1,000. This number is very low because those duties will be covered by people with other responsibilities in the contract.

Removal of Terminal building staffing requirements Mon-Fri 8-5 would offer a cost savings of up to \$20,000. In my humble opinion this would be the best option for the City of Willmar. Paying someone to sit and wait for the 5 or 6 people per week who need help in the Terminal building is not the best use of City funds.

I hope this information helps in your decision making process, if you have further questions please contact me at 320-894-1872, or erudningen@tds.net. Thank you for your time and consideration in this matter.

Sincerely,
Eric Rudningen

Megan M. Sauer, AICP
Planner/Airport Manager
City of Willmar

333 6th St SW
PO Box 755
Willmar, MN 56201

Dear Megan,

Please accept this letter and the enclosed proposal (Proposal in Response to the City of Willmar Request for Proposal for an Airport Operations Supervisor) collectively as our offer in response to your request for proposal covering the supervision and operation of the Willmar municipal airport.

At the on set, we wish to make clear that Glacier Lakes Aviation is not interested in merely being caretakers of the Willmar airport.

Glacier Lakes Aviation believe the interests of those in Willmar who developed this beautiful facility are to create a world-class moderate sized airport which will facilitate economic development in the city of Willmar Minnesota and the surrounding area.

In this respect, it is our intention to work with the economic development commission in order to continue to work collectively in bringing business into the city of Willmar and the surrounding area.

Glacier Lakes Aviation has the essential elements needed to make this happen because we are well known in the aircraft industry and because we are familiar with many businesses throughout the area.

As noted in our in our proposal, among other things, Glacier Lakes Aviation intends to bring airshows to the area, be the host for annual meetings of airplane owners and promote the airport as a prime fueling location for pilots. It is our intention to bring this about by providing discounted fuel prices to a variety of aircraft owners.

We believe providing fuel discounts will be very important if Glacier Lakes Aviation is to attract pilots to Willmar where they will be able to fuel their aircraft without being charged for landing fees and incurring other potential costs they would incur elsewhere.

In our opinion, it takes more than just keeping the airport attended to throughout the day. It takes professional care and full knowledge of the industry in order to do the kind of job that Glacier Lakes Aviation believe needs to be done to allow this airport to reach its potential.

You will note in the enclosure that Glacier Lakes Aviation is proposing a five year initial contract term with the option by Glacier Lakes Aviation to extend the contract for similar periods of time subsequent to the expiration of the initial five-year term. The reason for

requesting a five-year term is because we believe a longer period of time is needed to achieve the goals that have been established by glacier lakes aviation for the airport.

Please note that critical elements required in operating this facility include items such as the following:

Operations

Airport supervisors oversee the daily operations of the airport. Operational duties may include monitoring transportation schedules, inspecting airport property for safety concerns, and coordinating with airport users. supervisors must also spend time making sure that airport services are operating smoothly. Although we will have support staff, our airport manager need to know the daily responsibilities and operations of facets - including those outlined below.

Compliance

The airport supervisor is responsible for ensuring compliance with federal, state, and local rules and regulations. The supervisor monitors internal activities and outside vendors for compliance and may also be required to attend conferences or undergo additional training to ensure that compliance is up to date.

Fuel Management

Fuel management is a vital and critical function in airport management and operation. Critical to success is knowledge of all factors related to delivering fuel to airport customers. This includes:

- Preparing and analyzing the fuel budget

- Making decisions on issues related to fuel quality, safety, efficiency, environment and fuel testing

- Assessing the key factors impacting the fuel market

- Selecting the best fuel pricing and supply options

- Manage the fuel tendering and delivery process

As noted in the attachment to this letter Glacier Lakes Aviation is, for the reasons noted above, proposing to retain responsibility for fuel at the Willmar airport. This

will form, as proposed, the principal means of compensation for the tasks and responsibilities to be assumed by Glacier Lakes Aviation.

Marketing

If an airport wants to attract more passengers, additional concessions, or new carriers, it has to commit to making marketing a top priority, even in a depressed economy with scarce overall operational budgets. Every airport needs to have a current marketing strategy in place that can be regularly reviewed and which keeps up with economic, environmental, and industry issues.

Some questions that Glacier Lakes Aviation intends to address:

What was accomplished last year?

Did the airport increase or decrease marketing activities and budgets?

What did we see competitors doing that we wished we had thought of first?

What changes have taken place in the local market and in travel patterns?

Where is the airport in relationship to competitors operationally and publicly?

What are travelers, concessionaires, industry professionals, and employees saying about the airport?

What issues are most complaints about?

Has the airport kept pace with technological advances?

Have the airport's marketing efforts increased, decreased, or stayed the same?

A thorough and frank discussion about these issues can provide guidance for how to update or revise the airport's marketing strategy, from which an airport can develop a targeted marketing and communications plan of action.

Marketing strategies can vary for each airport, depending on its geographical location, relative size, industry rank and brand strength.

Developing a marketing strategy is a time-intensive process that leads to business success. It is the foundation that sets out the more global goals so that a specific roadmap can be developed and implemented. Without a solid strategy in place, a marketing and communications plan is ineffective at best.

Glacier Lakes Aviation will advertise aggressively to promote the Willmar airport and its surrounding area.

Financial

The airport supervisor is responsible for working with the Willmar City staff to ensure the well-being of the facility. Annual budgets, capital expenditures and long-term development of fiscal goals are some of the manager's financial responsibilities.

Customer Service

Customers will speak with the airport supervisor when they are not satisfied with the service they receive. The supervisor is ultimately responsible to the customer and may be required to interact with customers on a daily basis to solve problems or answer/develop solutions to customer complaints.

Personnel

A supervisor is responsible for hiring and managing all airport employees. These duties include employee supervision, performance evaluation, recruitment, and disciplining of employees when needed. The airport staff may be required to attend training in specific fields, and the airport manager may be responsible for ensuring that employee training is current.

Media Relations

The airport supervisor may be in charge of media relations and may be required to speak to the media during emergencies or major events. Public speaking may be needed on occasion to inform the public of changes in airport rules or security procedures. Although there may be a media director to perform this function, the airport supervisor may need to fill in occasionally or if a major media event occurs.

As noted in our proposal, Glacier Lakes Aviation is extremely confident in its ability to make the Willmar municipal airport a regional highlight. Our confidence is demonstrated in part by our \$103,750 investment in securing for Willmar a successful airport operation.

We we appreciate your considering us in your search for airport operations supervision company and look forward to meeting with you to discuss our proposal.

Sincerely,

WARREN 'Buddy' PACE

Warren (Buddy) Pace
For Glacier Lakes Aviation

Glacier Lakes Aviation

Proposal in Response
to the City of Willmar
Request for proposals for an
Airport Operations Supervisor

Submitted by:

Warren "Buddy" Pace
303-842-6363

Confidentiality Agreement

The undersigned reader acknowledges that the information provided by Glacier Lakes Aviation in this proposal is confidential; therefore, reader agrees not to disclose it without the express written permission of Glacier Lakes Aviation.

It is acknowledged by reader that information to be furnished in this proposal is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by reader, may cause serious harm or damage to Glacier Lakes Aviation.

Upon request, this document is to be immediately returned to Glacier Lakes Aviation.

1.0 Executive Summary

Glacier Lakes Aviation (GLA) is a new aviation business which is to be located at the Willmar Minnesota Airport and is offering to provide the leadership and supervision fully utilize and maximize Willmar's Airport potential.

GLA's proposal is segmented into two separate and distinct business units.

Business unit one consists of Willmar Airport terminal supervision and fueling services. This proposal addresses business unit one only.

Business unit two consists of Fixed Based Operation (FBO) maintenance and service operations. this business unit is presented as an idea for possible implementation in the future.

GLA's pilots have an extremely high level of experience with airports, having flown into locations of all sizes throughout the US. GLA brings this experience to the Willmar Airport, offering a truly unique opportunity to provide exceptional airport protocol and supervision to the area.

We believe the Willmar Airport can and should be one of the prime business and private airports in the upper Midwest.

We are told that the City of Willmar invested about \$26 million in building this new Airport. In order to maximize the return on this significant investment, the activity at the Airport needs to be increased. GLA proposes to increase the activity at the Airport by providing a full-time supervisory presence on the site and by aggressive promoting of the Airport and the City of Willmar. It is essential that day-to-day operations provide a positive experience for pilots and guests arriving at the Airport and visiting Willmar.

However, it is our understanding that the Airport is underutilized and is not provided with the type of full-time supervision essential for the success of this Airport and a community the size of Willmar.

GLA is proposing to provide the services and staffing needed at the Willmar Airport Terminal. GLA's purpose is to fulfill the vision Willmar had for its new municipal Airport. We see the need to provide first class "red carpet" service to the business and local aviation community. The timing for this new service provider is right and the need is essential to the Airport's success.

GLA's scope of work in this respect is to provide the types of services that pilots arriving at the Airport expect. GLA will monitor the Airport and coordinate any required services in respect to Airport maintenance and make sure to reduce and correct existing NOTAMS which have become a subject of increasing concern to controllers and pilots.

The City of Willmar will benefit by, among other things, the anticipated growth in the use of the Airport resulting from professional supervision and an expected increase in revenue from the sale of fuel.

Willmar has a wonderful opportunity to compliment and expand the service and presence offered at its "First Class" Airport and terminal facility. GLA's promotional efforts will be directed at increasing the flying communities awareness of the exceptional facilities available in Willmar.

GLA was formed by successful local and regional business owners and pilots. Each one is an aircraft owner. They believe business aviation will increase as commercial airline service becomes less convenient and personnel hours more precious

GLA will be promoting the Willmar Airport to the regional, upper Midwest and national aviation community. We will also be promoting aviation to pilots and others in the greater Willmar area. GLA looks to develop "Aviation Days Fly-In Airshow", purposed to draw in the local community. We will put Willmar in rotation for the annual Minnesota Airports Conference.

Advertising will be placed in all publications and locations available to promote the Willmar Airport to business and recreational aviation.

GLA looks to offer flight training and charter operations when the interest warrants it. Fractional ownership of business airplanes will also be promoted and supported.

1.1 Objectives

The objectives for GLA are outlined below:

1. To create a service-base company whose goal is to exceed customer's expectations and make sure that the Willmar Airport is reaching its full potential.
2. To increase fuel sales to 188,000 gallons by end of second year and 236,000 by end of third year. Based upon these objectives, the City of Willmar should realize a net return on fuel sales of about \$18,800 at the end of year two and \$23,600 by the end of year three.
3. To increase the number of Airport and pilot services by at least 20% per year through superior performance and word-of mouth referrals. GLA intends to do some fuel discounting to private aviators from time as one promotional method.
4. Become an established aviation community destination by the end of the first year.

1.2 Mission

To enhance the Willmar Municipal Airport by providing excellent Willmar Airport terminal and fueling services for pilots and others who use the Airport. This includes marketing and promotion aimed at expanding the use and need for the Airport.

1.3 Keys to Success

The keys to success in our business are:

- **Superior Customer Service:** full time high-quality care and service.
- **Environment:** provide a clean, upscale, odor free, enjoyable environment conducive to giving professional trusting service.
- **Convenience:** offering clients a wide range of services in one environment.
- **Location:** ensure the flying public understands how accessible the Willmar Airport is to local business and conveniences.
- **Reputation:** credibility, integrity, and 100% dedication to serving the public.

2.0 Company Summary

GLA intends to be a full-service Airport terminal supervisor dedicated to consistently providing world class service to visitors to the Willmar Airport, while furnishing an enjoyable relaxing atmosphere for visiting pilots.

2.1 Company Ownership

GLA will be operating as a Corporation the form of which is yet to be decided. It's ownership consists of the following individuals who will be the businesses managing principals.

Tom Revier – Willmar, Minnesota, owner of Revier Cattle Company and an aircraft owner/pilot.

Jim Carlson – Olivia, Minnesota, Olivia Flying Service and aircraft owner/pilot

Larry Juhl – Hector/Cosmos, Minnesota and aircraft owner/pilot

Warren "buddy" Pace – Hector/Cosmos/Minneapolis, Minnesota and aircraft owner/pilot

Collectively these individuals have over 100 years of experience in aircraft ownership, FBO operation, and overall experience in the aircraft industry.

GLA seeks to Staff the Willmar Airport Terminal full time, offering full service and providing an inviting, welcoming experience to those who use it.

GLA also seeks to provide full service maintenance for aircraft not currently being served at Willmar from small personal planes to business jets. This would include agricultural aircraft.

GLA's goal is a vibrant, active Airport. Our objectives are to increase fuel sales, give warm friendly personal service, and have the Willmar community proud of its Airport.

Our philosophy in business is to be thorough, do it right, be the best. Our efforts will be that anyone using Minnesota airspace can know of the benefits of Willmar Airport.

The principals of GLA all have lifelong involvement in aviation, each are passionate and committed to it. This includes an international reputation for aircraft maintenance.

2.2 Start-up Summary

GLA intends to invest in the Willmar airport by financing all start-up requirements (including legal costs, logo design, stationery and related expenses) in the amount of \$103,750. The start-up costs are to be financed by direct owner investment - this is not meant to be an equity investment in the Willmar airport. The investment merely represents what GLA believes will be required to initiate its efforts in supervising the airport. The details are included in the following.

The start-up costs for fuel is estimated at \$93,900 (which GLA what intend to procure from the City) with the understanding that the present fuel inventory is at about 20,000 gallons total for avgas and jet fuel.

Table: Start-up

<u>Start-up</u>	
<u>Requirements</u>	
<u>Start-up Expenses</u>	
Legal	\$1,000
Stationery etc.	\$100
Insurance	\$650
Computer	\$1,000
Initial 2 months lease of Jet fuel truck	\$3,100
	\$0
Total Start-up Expenses	\$5,850
<u>Start-up Assets</u>	
Cash Required	\$2,000
Start-up Inventory	\$93,900
Other Current Assets	\$2,000
Long-term Assets	\$0
Total Assets	\$97,900
<u>Total Requirements</u>	<u>\$103,750</u>

3.0 Products and Services

Service to the aircraft coming to Willmar begin with radio communication to inbound aircraft, asking what services they will be requiring, meeting the airplane on the ramp and marshaling it to an appropriate parking space. Providing "red carpet" service to passengers and pilots, in addition to helping secure the airplane will be part of the responsibility of the Airport personnel. Fueling can be either full-service or self-service.

GLA believes courtesy cars should be available to pilots and will seek to have rental agency cars at the Airport.

GLA will promote the use of the terminal building conference facility and provide fresh water, coffee, refreshments, snacks and catering. (None of these are offered currently). The water fountains currently have signs "do not drink this water!"

The aircraft maintenance offered by one of GLA's principals is world renowned. He served as maintenance director and airshow pilot for the Red Baron Air show flight team. His expertise with radial engines has drawn him to Europe to fix exotic rare aircraft. He also, currently, has a highly regarded agricultural aircraft maintenance business in the region as well as expertise with Pratt & Whitney turboprop jet engines.

Willmar Airport Supervision and Fueling Services Proposal Specifics

The City of Willmar agrees to give all fueling responsibilities and associated revenue to GLA. With the revenue from the fueling operation (less \$.10 per gallon paid to the City of Willmar), the present operations fee and hangar credits presently being provided to the FBO operation at the airport, GLA will provide full staffing and all customer service needs at the Airport terminal as noted hereinafter. GLA's proposal is based upon receiving a five-year initial contract term with GLA having the option to continue to provide supervision and fueling services to the city of Willmar for a like term at the end of the initial term and subsequent terms.

The specific duties to be undertaken by GLA and based upon receiving the aforesaid revenue and a contract with an initial term of five years with the option by Glacier Lakes Aviation to extend the contract for similar and subsequent periods of time include the following:

- 1) On-site management of the airport and staffing of the terminal building during regular business hours and 24/7 on-call staffing.
- 2) Issuing and rescinding NOTAMS as needed due to weather and runway conditions/hazards.
- 3) Set traffic patterns and ground movement.
- 4) Perform daily runway inspections and keep logs.
- 5) Repair/replace runway/taxiway lights, guidance signs and NAVAIDS owned by the City of Willmar. With respect to NAVAIDS, GLA will require further information from the City of Willmar.
- 6) Monitor septic tank for routine maintenance activity.
- 7) Provide general maintenance of the airfield gates.
- 8) Mark, barricade, or close off any hazardous condition that may exist to aeronautical or public users and notify the City in writing.
- 9) Perform general inspections and maintenance and preventive actions on all airport city-owned facilities, grounds, hangars etc.
- 10) Check airport users credentials to ensure appropriate users and notify proper agencies of any violators.

- 11) To provide mowing and weeding of the F – 14 landscaping as well as trimming along fence lines and buildings. GLA will also remove snow on the side walk along the terminal and FBO buildings.
- 12) Keep a weekly log of airplane activity and best effort counts of takeoffs and landings.
- 13) Monitor HVAC equipment, water softener, heating units, air conditioning units and report repair needs to the City. Perform minor repairs and maintenance with expenses not greater than \$500, City approval and possible contracting for work over said amount.
- 14) Work with city staff and/or the Economic Development Commission to market the airport.
- 15) Maintain a preventive maintenance needs list, to coincide with the budgeting processes.
- 16) Perform bird depredation permit matters as needed along with any additional wildlife conflicts within the airport boundaries.
- 17) Follow all current Federal Aviation Administration and Minnesota Department of Aeronautics rules and regulations.
- 18) Market and promote the airport as noted elsewhere in this proposal

Note: Provided GLA's understanding of the contracts in place for fuel service and airport supervision is correct, it appears that the present provider is receiving the following for the services listed above:

Free hanger use until mid 2018 - \$34,442.26 per year in rent credit A
fee of \$1666.66 per month

Fuel sales less .075¢ per gallon of fuel paid to the City of Willmar up to 7,000 gallons and .10 ¢ per gallon thereafter.

The City of Willmar is expected to retain responsibility for the following:

1. Mowing of all grass on the airport - except as noted above.
2. The City shall provide all snowplowing and snow loading services as needed at the Airport - this may require heavy equipment, such as motor graders, truck plows and loaders.
3. The city shall supervise and manage the Willmar Municipal Airport and its tenants in all matters, not otherwise specifically delegated to GLA, including the following:
 - a. To perform all administrative duties such as credit applications, billings and the budgets for the Airport.
 - b. To participate as a member of the Minnesota Council of Aeronautics.

- c. To act as liaison to the Airport Commission.
 - e. To manage tenant leases.
 - f. To perform duties as necessary for Airport related accidents.
4. The City shall provide fire and extended coverage insurance on all City owned buildings which are either leased or used by GLA except for its own FBO operations building.
5. The City will provide for heat, electricity, water, janitorial service and air conditioning in the main terminal building.
6. The City will provide all repair and maintenance of the exterior of the City owned buildings and all maintenance and repair of exterior doors, windows and roofs. In the main terminal, the City shall be responsible for repair and maintenance of the plumbing, heating, and electrical systems. The City shall also be responsible for the repair and maintenance of the public restrooms and all other areas used by or available to the public.
7. Maintenance of the buildings, grounds, lighting systems, City furnished equipment, runway and ramps will remain the responsibility of the City of Willmar. This will include performing MS4 storm water activities as per SWPPP permit for MPCA.

4.0 Web Plan Summary

GLA will market its services and the Willmar Municipal Airport through its website and all appropriate social media.

5.0 Supervision Summary

GLA's supervision is comprised of experienced aircraft entrepreneurs and business professionals from the airplane community. Our supervision team possesses a breadth of functional experience in aircraft ownership/piloting, strategic partnering, professional aircraft services and corporate finance. Warren Pace and Larry Juhl will share the operation supervision responsibilities. The plan reflects GLA's intentions to maintain an organization that is customer oriented and technologically proficient, while efficiently managing cost and productivity.

6.0 Financial Plan

With respect to the Airport terminal building and fuel services, the City of Willmar will not be required to make any additional expenditures. The City of Willmar budget for maintenance, supplies service expenditures and other charges will remain the same as has been the case. There will however be new definitions relative to Airport duties and compensation after the fixing of current and ongoing inoperative equipment and deferred maintenance.

At the time of transfer of fueling operations, GLA will compensate the current manager for the cost of fuel inventories.

7.0 Personnel Plan

The Personnel Plan below reflects our projected need at opening, and carries through the second year expansions.

	Year 1	Year 2	Year 3
On-site airport manager 1	\$48,000	\$48,000	\$48,000
On-site airport manager 2	\$18,000	\$18,000	\$18,000
Part-time employees	\$11,000	\$11,000	\$11,000

GLA Fixed Base Operations (FBO) Maintenance and Service Operations

Although this proposal does not cover the following services they are mentioned here in order to provide the City of Willmar officials with the added information they may require in making future decisions.

If an FBO were to be pursued by GLA, GLA might seek a lease – to – own agreement with the City of Willmar for a maintenance/service hangar. Currently the "Underland hangar" is available and fits the need.

Under such an arrangement the City of Willmar would purchase the "Underland hangar" and GLA would lease – to – own the facility from the City of Willmar. With this plan, Willmar would achieve a full-service Airport. GLA will serve all segments of aviation, except the one narrow segment (single – engine Mooney aircraft) currently being served by another business which is considered a desirable asset to the City of Willmar.

Thus, GLA will complement and not compete with our fellow aviation business.

Survey Results (43 total sent out to T-Hangar Tenants and Private Hangar Owners)

1. How often do you use the terminal building?
A. Often (13) B. Once a month (4) C. Rarely (4) D. Never
2. Are the runway, lights, and general maintenance on the operation side of the airport adequate for your use and that of other users?
A. Yes (13) B. No (8)
3. Does the FBO service and fuel system meet your and other users' needs/expectations?
A. Yes (17) B. No (4)
4. How has losing the courtesy cars affected you or other airport users?
A. Yes (7) B. No (13) C. Both (2)

22 respondents

West Central Roofing, Dr. Nedrelow, Chuck Nefsted, Nelson International, Quam Construction, David Kleine, Dr. Lee Cafferty- Chief Medical Staff, Rice Memorial Hospital, Fagen Inc, Bruce Jaeger, Accupress, Bill Fry, Larry Juhl-Revier Cattle, Jerry Schwitters, Maurie Evans- Duininck Inc., and Wayne Mitchell.

6 anonymous surveys

Response Narratives

1.

- B. I use the building a couple times per month, mostly for the bathroom facilities.
- As the terminal is a public facility I have taken the liberty of meeting flight training clients from both the local area and beyond. The conference room works well for a ground school session. From recent experience, I would estimate using the building at least twice a month.
- I use the terminal building quite often. It has always been clean and nice to use except: Multi-million dollar facility and the water is un-drinkable and stinks, sewer should have been put in for both the Terminal and Hangars along with water, Pilots lounge is kept locked with a combination lock so no one can use it.
- We use it for the bathrooms and the weather machines. It should be open for early and late hours so my people can use the restrooms. Most airports have access to restrooms 24 hours a day.
- Using restrooms.
- To use the restroom.

2.

- Grass runway-poor condition. Grass needs to be cut more often around hangers.
- We would agree that runway, lights and general maintenance are adequate. Is adequate good enough for the Willmar airport, we are not sure. Lighting is not at 100% but with minimal budgets of maintenance staff their hands are tied having to make small, thoughtful parts orders and making used parts work. The other issue that is seen on the airport is the forced closure of the grass crosswind runway. Without this runway there are days when decisions have to be made whether Willmar is the correct choice for landing. Without this runway as an option for the smaller aircraft the Willmar airport may be giving up some traffic.
- We always have NOTAMS about something wrong as the Airport.
- Yes, good service.
- No, cross runway (grass strip) not in service.
- No, the PAPI lights hardly ever work. The grass runway needs to be operational.
- No, they need to spray for weeds several times per year. They will destroy the runway and taxiways.
- No. The paved runway, the lights, and the general maintenance are fine. You are also addressing the grass runway issues, I understand. The City owned and leased hangars on the west side of the airport still have problems, however. I appreciate the City's work on mitigating the flooding issues so far. However, the hangars still 'flood' to a depth of ½ to 2 inches or so. This is the biggest problem in the winter. Water will come in during any kind of thaw, then refreeze into a very slick sheet of ice. Last year, my wife fell head first on the ice, prompting an ER visit and \$1500 bill. Fortunately she didn't suffer any long term consequences. The ice also makes it nearly impossible to pull our airplane out for up to months at a time.

- No, taxiway and runway lights out, VASI out all the time. Gates have been inoperable for years. Cross wind runway out all year. I would even be willing to change bulbs for the taxi ways and Runway. My understanding is they are just not furnished. The driveway leading into the Airport had been burnt out for over a year at one time, I do not know what the status is on these lights but right now I think only one is burned out. A. Gates have been out of service for years. These are needed to protect all of our investments. Should be repaired and left open during business hours and closed at nights if nothing else. B. Crosswind runway should have been repaired and put back in service. Money was spent to put this in this is just maintenance. C. Taxiways through the hangars need center lines to assist at night when trying to taxi. Unable to see where to be. D. Some hangars do not have a complete concrete apron. This is ridiculous. People are picking up these small rocks and destroying their prop(s) because we have a couple of people that don't care about anyone but themselves. They need to pour concrete completely in front of their hangars so that we have concrete all the way. This is a safety issue. This should never have been allowed. E. Also, there is still grass in places between some of the hangars. This also needs to be concrete. F. There should be outside lights on all the hangars and kept on from dusk to dawn. Another safety issue.
- Security gate has been inoperative/broken for a long time. Why don't you fix it or replace it. Other Airports that I use frequently (KRRRC) don't have this problem. Also I still have drainage issues around my hanger. Water comes in with any significant rainfall.
- We are the biggest users of the airport and rely heavily on the maintenance people. They do a very good job.
- The FBO is doing the best they can with the funds available.

3.

- The FBO services provided are far above services provided at similar size airports around the country. With on-site staffing that extend from before 6 am to 5 pm and an on call 24 hr. 7 day a week person this not common to see. The on call person is available for fueling, courtesy car, or any other needs of pilots or passengers at the Willmar airport. Fueling is made as easy as possible with discounts available to large volume customers, on site aircraft owners and self service customers. Fueling systems are inspected on a daily basis and fuel quality is never an issue.
- No, I have to go to other airports for all of our service needs.
- Very responsive (I noticed this summer special repairs done within 5 minutes on Congressman Colin Peterson's plane).
- The FBO should provide water, ice, coffee, etc. for visiting aircraft and Charter Flights.
- No, the FBO is a huge disappointment. They are very unfriendly except to their biggest customers. They are not interested in helping aviation on the field at all unless it makes them money, and even then sometimes they are not interested. One weekend, I couldn't even get compressed air or a hand air pump from them so I could add air to a low tire. The Flight Instruction is acceptable and a nice guy, but is exceedingly difficult to actually arrange

lessons with. I know of at least five individuals who have tried to use Mr. Rudningen and have been unable to obtain acceptable service. Also, I don't believe Mr. Rudningen maintains a website to allow new customers to find him. I don't blame Mr. Rudningen, who has other priorities. However, flight instruction is the heart of aviation. Without flight instruction, you can't learn to fly, you can't get checked out in new aircraft, you can't do a biennial flight review, and so on. Also, flying is a hobby for most of us. We need evening and weekend availability in order to get flight instruction done. This would not be difficult to arrange. We could recruit and train a local pilot as a flight instructor or recruit someone from St. Cloud or elsewhere to come down for these hours. By way of contrast, Alexandria, for example, has one full time and three part time instructors.

I would add that Jaeger Aviation is a jewel to have in the area, but Mr. Jaeger instructs virtually exclusively in Mooney aircraft.

We also don't really have any rental aircraft available for other than minimal rentals.

Finally, gas prices are the highest in the area. As of 10/28, retail prices for 100 LL self-serve are:
Willmar- \$6.60 per gallon

Litchfield- \$5.31

Paynesville- \$5.23

Olivia- \$5.75

Benson- \$5.22

Montevideo- \$5.50

Glenwood- \$4.90

Redwood- \$6.42

If you look at prices within 50 miles of Willmar, our prices are almost always the highest, often by far. It's hard to justify paying more than \$1.00 per gallon extra on a 30-50 gallon fill up in order to be loyal to the home field.

- The self-service equipment appears to be working well. The only issue I have seen is an occasional after hour's aircraft that would like help. Typical to other similar size airports, after hours service is available by posted number.
- No issues with fuel or equipment. Cost at Willmar is the highest around mostly by at least \$1.00 a gallon. I do like to buy locally but because of the cost I will gas at other places quite frequently. If gas was more reasonable I would purchase a lot more here.
- Maximum Cruise has been great to deal with- Brian, Eric and the rest of the staff have been very helpful.
- 24 hr. key card self-service is very good.
- They are always willing to assist in any way they can and are 24/7 fueling I have seen them out multiple times fueling jets and medical after hours.

4.

- Important to have, most small airports we travel to have courtesy cars.
- The airport has no lost its courtesy vehicles. The FBO, still, as always, provides two courtesy/rental vehicles depending on the need/end goal of its user. If the car is staying

local or a minimal amount of fuel is purchased the vehicles are still provided free of charge. For users of the airport that are not purchasing any fuel or there is a need to travel a distance the vehicles are available free of charge to users of the airport that were staying local. This has only become an issue when there has been a large amount of airport traffic and the 2 FBO owned cars are being used. The decision to remove the city owned vehicles from the airport just puts more direct overhead on the FBO.

- "All" of the airports I visit have courtesy cars available so other airport users that stop here are "stuck" at the Airport all day.
- No. City car not there, but FBO provides a courtesy car.
- Yes, other airport users need an easy way to get into town. Most airports smaller than Willmar offer a courtesy car.
- No, has not mattered.
- Yes, need courtesy car several times a year. Did not know it was no longer available. That will be a problem for us. I hope one is obtained soon.
- No, the loss of the courtesy car won't affect me or any other local users. I can tell you that I strongly favor flying to airports with courtesy cars. It makes it far easier to go to town for anything at all. Willmar does not have many other good options for transportation from the airport. Also, I think our high gas prices are even more difficult to justify if we don't have a courtesy car for customers to use.
- A courtesy car of some type is expected and typically available at airports the size of Willmar. As there is really no other way to utilize local restaurants and stores, lack of courtesy car is a problem. Not many would return to Willmar for other than required for business knowing there is no transportation to a local restaurant. This would be the case for a pleasure flight or more typically flight instruction. I wonder if the Brainerd Airport would be the same without a restaurant.
- No, didn't use them.
- We should have a courtesy car available for out of town people. This brings a lot of revenue to our community. I do know of people that just don't come here anymore. I frequently fly to airports with courtesy cars and avoid others without them. Most of these items are just maintenance. I don't expect the City to furnish courtesy cars. But a plan needs to be made to have one or two available.
- I haven't used the courtesy car here at Willmar. When flying to other airports I look to use airports which have courtesy cars.
- But it will only hurt the Airport/Willmar for out of town guests.
- The FBO still has three courtesy cars available for use.
- Don't need transportation, but if needed Willmar Air Service has cars available for any use 24/7.
- I am a local so I have my own transportation but for others that are out of town I'm sure it's an inconvenience if Maximum Cruise's vehicles are all being used. Most people want food and only three places in town deliver and the taxi service is not very reliable.

Cost Outline

Eric's Original Proposal- per our RFP \$96,000

Less the Terminal Bldg. Staff cost - \$20,000

Total \$76,000

2013 Budget items

Operations Supervisor budgeted \$23,000

Amendment needed \$53,000

Cleaning services budget reduction - \$6,000

Airport Operations Supervisor Position

RFP Request (City proposed services)	Glacial Lakes	Eric's Aviation	2012 City Cost
On-site staffing Terminal Bldg. 24/7	X	X	
Issue NOTAMS (Notice to Airmen)	X	X	
Janitorial Services (terminal building)		X	Service Master \$6,326.68
Set Traffic patterns/ground movement	X	X	Operations Supervisor
Runway inspections/logs	X	X	Contract \$19,999.92
Repair/replace runway lights, NAVAIDS	X	X	
Monitor Septic Tank	X	X	
Maintenance airfield gates	X		
General maintenance City facilities/grounds	X	X	
Barricade hazardous conditions	X	X	
Check users credentials	X		
Snow removal Terminal bld. sidewalks	X	X	
Provide mowing/trim of all airport grounds		X	7/11-6/12 Public Works
Weekly log of arrival/departures	X	X	243 hrs. mowing \$21,429.07
Monitor Terminal equipment report repairs	X	X	
Perform MS4 stormwater activities		X	
Work with Staff/EDC marketing airport	X	X	
Preventative maintenance list/budget	X	X	Planner/Airport Manager
Bird Depredation Permit abatement process	X	X	wage difference \$4,825.60
Follow current FAA/MNDOT regs.	X	X	

Total Cost fuel + \$96,000 \$52,581.27
less attorney fees my cost + plowing too +
Mowing cost (\$4,825.60) (7/11-6/12 132 hrs. \$17,747.43)
janitorial
MS4 activity
my cost +

TOTAL ~ \$150,000 \$100,825.60 \$70,328.70

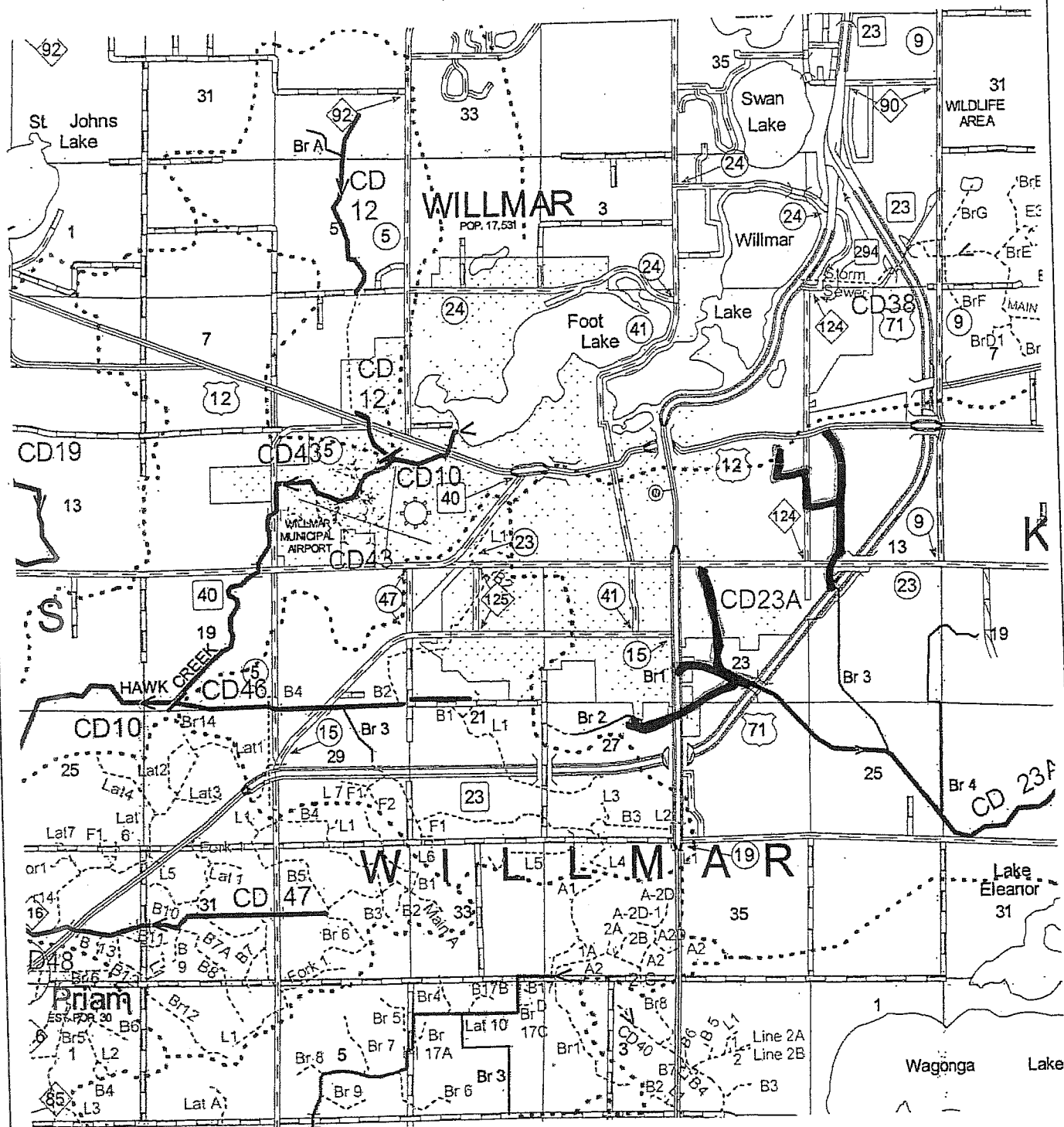
Fuel Info

City	FBO owns fuel	City owns fuel	fuel flowage rate
Marshall	X		
Hutchinson	X		\$0.07
Owatonna		X	
Fergus Falls	X		\$0.10
Alexandria	X		\$0.06
Granite Falls		X (no FBO)	
Litchfield		X (no FBO)	
Paynesville		X (no FBO)	

FBO pays upond deliver of the load .07 (not based off of sales)
bill of lading from oil co.

meter reading
meter reading

Willmar



**COMMUNITY DEVELOPMENT COMMITTEE
CITY OF WILLMAR, MINNESOTA
THURSDAY, NOVEMBER 29, 2012**

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, November 29, 2012, in Conference Room No.1 at the City Office Building. Chair Dokken called the meeting to order at 4:45pm.

Present:

Jim Dokken	Chair
Ron Christianson	Council Member
Bruce DeBlieck	Council Member
Steve Ahmann	Council Member
Bruce Peterson	Director of Planning and Development Services

Others present: Tim Johnson – Council Member, Kathy Schwantes, Gary Geiger, Richard Engan, and Tom Amberg.

1. PUBLIC COMMENTS (FOR INFORMATION ONLY)

There were no public comments offered at this meeting.

2. WILLMAR DESIGN CENTER (FOR INFORMATION ONLY)

Representatives of the Willmar Design Center were in attendance to discuss several items including historic preservation and infrastructure in the Central Business District. Richard Engan said that historic preservation has long been a goal of downtown groups. He said that it would be wise for Design Center representatives to meet with downtown property owners to gauge their interest in establishing a Historic Preservation District. Some buildings could then be eligible for historic tax credits if placed on the National Register. He said many of the buildings are in need of repair and financial investment to preserve or maintain them. A professional historian has encouraged preservation efforts. Legacy Grant money could be a source of funding an assessment of downtown buildings as a first step.

Committee members expressed concern over placing limits on property owners restricting the use of their buildings. It was acknowledged that there could be certain requirements for maintaining properties in a historic district. The Design Center will move forward with exploring the concept of a historic district in downtown Willmar.

Design Center representatives also offered some comments regarding infrastructure concerns in the downtown. It is noted that the parking study and gateways study directly impact infrastructure. Both issues will come back to the Community Development Committee as the processes continue. Council member Ahmann expressed concern about dirty sidewalks and how to deal with maintenance.

3. MID-CENTRAL RESEARCH AND OUTREACH CENTER (FOR INFORMATION ONLY)

Kathy Schwantes, Regional Director of the University of Minnesota Extension, was present to discuss operations at the Mid-Central Research and Outreach Center (MCROC). Currently, seven or eight employees are at the facility, primary working with the Extension Service. MCROC has a full-fledged research lab which is available to the business community. A major focus is for academia to assist business with research and to bring intellectual property and ideas to the market place. The University of Minnesota operates an avian research lab on site, as well.

A test kitchen is also available for public use. Nutrition training is offered to seniors, youth, and food stamp recipients. Obesity education is also offered.

There is a new lower-level conference room that is available for public meetings and teleconferences. It is equipped with the latest in meeting technology.

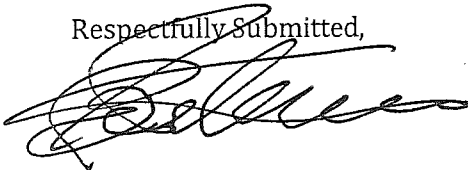
Another service offered by MCROC is internship matching with local businesses. The success of MCROC programs will be measured by the number of companies assisted and the long-term impact on the local economy. The U of M Carlson School of Management is currently developing a strategic plan for MCROC operations.

4. HOLIDAY INN SITE REDEVELOPMENT (FOR INFORMATION ONLY)

Staff presented plans and building elevations for the upcoming redevelopment of the Holiday Inn site. The Holiday Inn Motel will be redeveloped into a Best Western Plus Motel, and the Comfort Inn will be remodeled into a Holiday Inn Express Inn and Suites, with a 3rd floor added to expand the number of rooms on-site. Restaurant options will also be increased. The existing Green Mill Restaurant will be remodeled to function more as a primary, sit-down restaurant, and a new entity called Hurricane Grill and Wings will be added to the site to offer more of a bar atmosphere. Staff reviewed changes to parking and traffic flow on the site and pointed out the major facelift the building was going to receive. It was noted that storm water concerns had been addressed in the planning process and there was very little in the way of increased impervious surface that will result from the changes. The Committee stated that they liked the looks of the plans and look forward to the project beginning in early 2013.

5. There being no further business to come before the Committee, the meeting adjourned at 6:00pm.

Respectfully Submitted,



Bruce Peterson, AICP
Director of Planning and Development Services

UofM MROC Mission

The University of Minnesota Mid-Central Research and Outreach Center in Willmar is a regional hub for research, education, and engagement in collaboration with the MinnWest Technology Campus and city of Willmar.

The center advances public/private research and problem-solving partnerships strengthening the regional economy and expands access to University knowledge and resources benefiting the citizens and businesses of West- and Mid-Central Minnesota.

In addition to housing leading-edge avian research labs and wide-ranging Extension programs, the MCROC is also a hub for expanding partnerships to promote innovation, economic growth, and workforce development, particularly in bioscience, biotechnology, agribusiness, and renewable energy.

"The University of Minnesota is establishing a new, bold presence in Willmar that could touch local businesses, education, agriculture and even family meals."

Morris SunTribune, March 2012

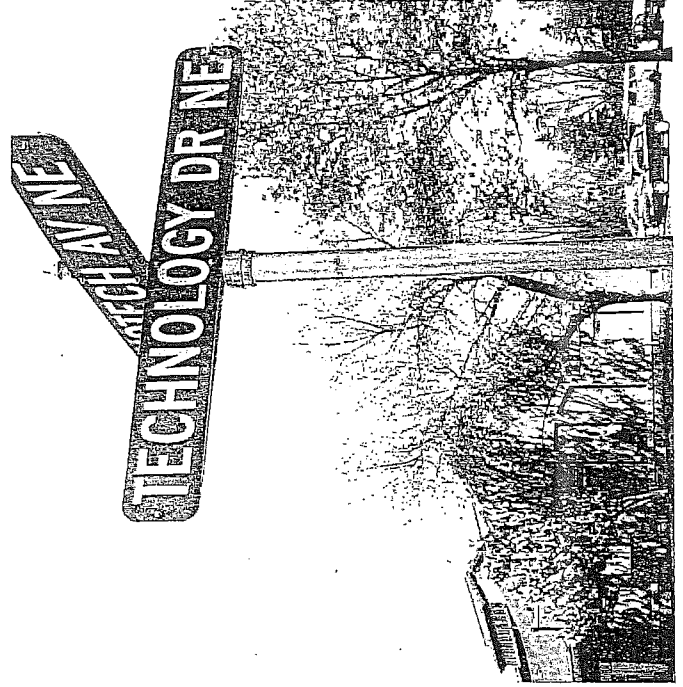
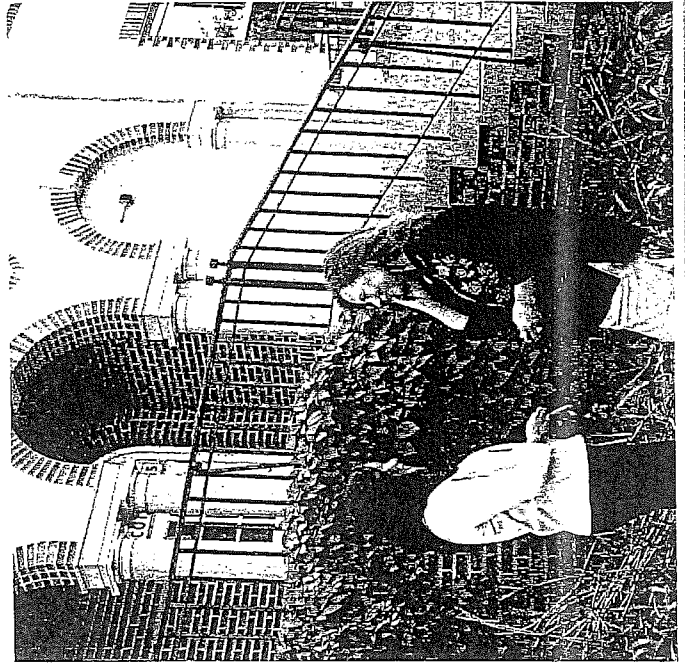
"The economic forces of agriculture, processed foods, and bio-sciences (are coming) together at the MinnWest Technology campus.... A legacy of expertise has evolved into a bioscience powerhouse located on the prairie."

Regional development report by the Hubert H. Humphrey School of Public Affairs, 2010

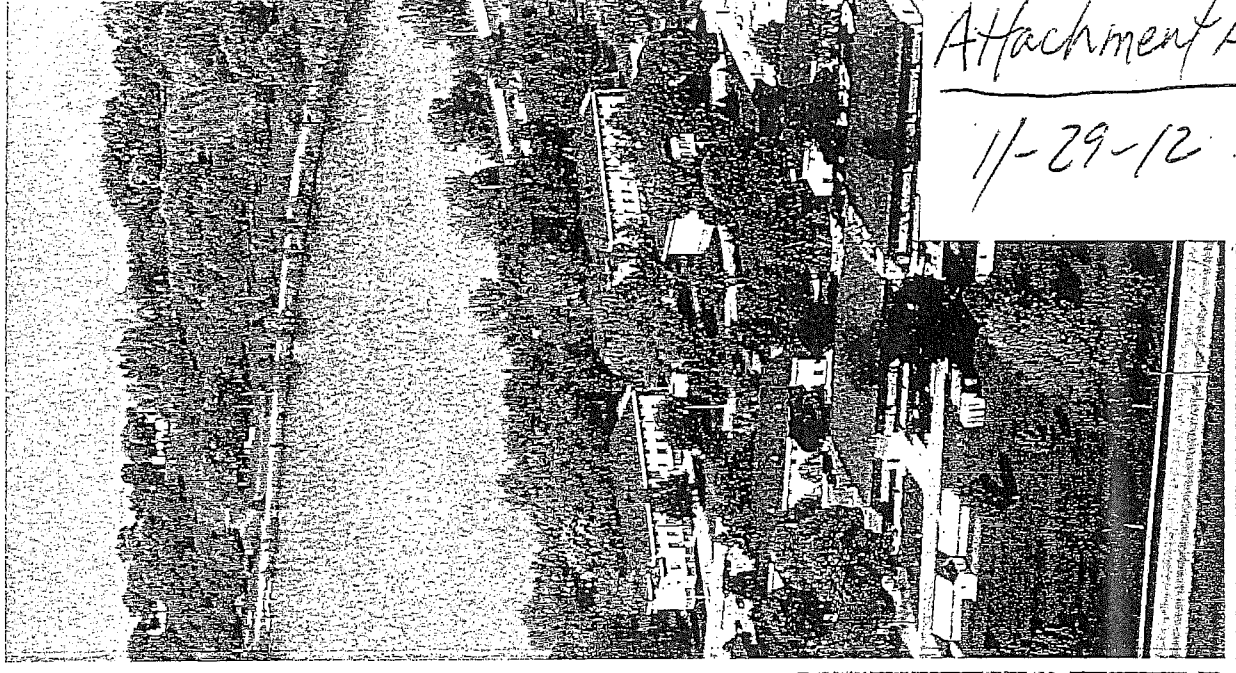
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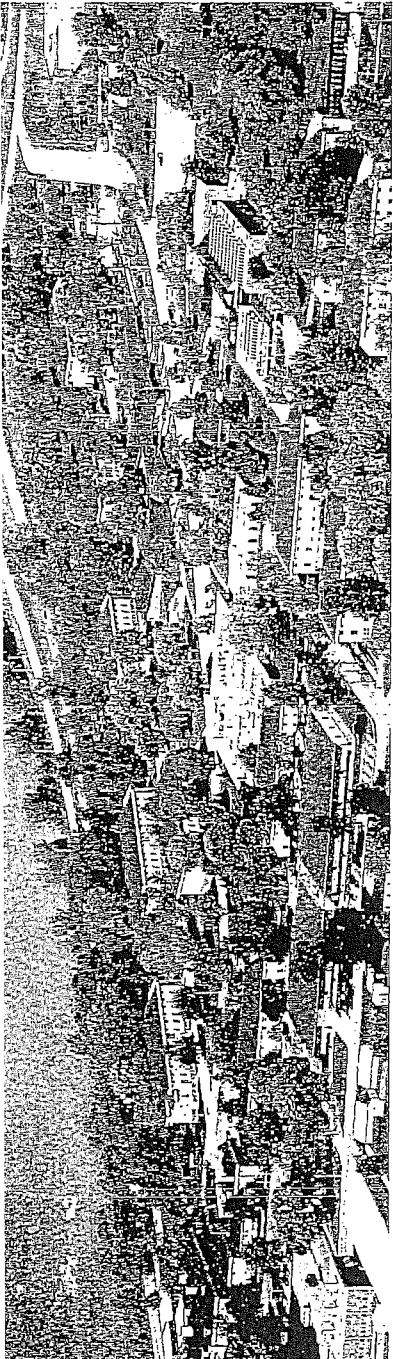
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Mid-Central Research
and Outreach Center
UNIVERSITY OF MINNESOTA
Driven to DiscoverSM



Attachment A
11-29-12



University of Minnesota Mid-Central Research and Outreach Center programs and partnerships

- **Avian Research Center:** A state-of-the-art research facility will advance collaborative research related to poultry disease prevention, a key regional concern. The lab is led by renowned avian disease researcher Dr. Carol Cardona, a faculty member in the U of M College of Veterinary Medicine.
- **Extension hub:** Regional extension office for educational and outreach partnerships serving Willmar, Kandiyohi County, and surrounding areas. Program areas include food and agriculture, families and communities, environmental issues, and 4H and youth development. The building includes an Extension kitchen for food/nutrition programs and high-tech media center for business training and Internet workshops.
- **Higher education collaborative:** The science-and-tech collaborations of the MCROC will be the basis for internships, student research projects, and training experiences for students of the University of Minnesota's campuses in Morris and the Twin Cities as well as undergrads at Ridgewater College and St. Cloud State University.
- **Business development resources:** Future plans include development of MCROC as a regional University hub for continuing education and customized training aligned with needs in entrepreneurship, professional education, and workforce development.
- **Renewal energy initiatives and bioscience research and development:** The MCROC will provide lab and office space for planned University-business collaborations aligned with growing regional renewable energy industries — as well as for public-private research partnerships pursuing new technologies, applications, and product development in the biosciences.

U of M Mid-Central Research and Outreach Center MinnWest Technology Campus

The University of Minnesota Mid-Central Research and Outreach Center is a partner and anchor for the MinnWest Technology Campus, a 110-acre collaborative business community in Willmar, a regional center located 90 miles west of the Twin Cities.

Comprising more than 40 buildings in a beautiful lakeside setting, the MinnWest campus provides a supportive high-tech environment—for both established businesses and startups—in science, technology, and agribusiness.

The three-story MCROC opened in spring 2012 in a renovated historic building as a home for a bioscience research laboratory, educational partnerships and business development resources,

and a regional extension office for the University. It leverages the resources of many University programs to build collaborations advancing economic growth and quality of life in Willmar and a surrounding 14-county area.

One of Minnesota's significant regional centers for industry, government, education, and health care, the area has a notably diversified economic base, increasing cultural diversity, and growing biotech industries with global reach.

The City of Willmar and the Kandiyohi County and Willmar Economic Development Commission have provided strong support for the MCROC-MinnWest collaboration, leveraging public and private funding and facilitating the engagement of the regional business community. The MCROC building was supported in part by a \$1.25-million state bioscience infrastructure grant along with a matching contribution by MinnWest Technology Campus.

